State of North Dakota

Module 10 – Project Costing

PeopleSoft Financials 9.0

Office of Management & Budget - Fiscal Management
01/01/2011

Introduction

The PeopleSoft Financials Training Guide was produced by using the User Productivity Kit (UPK) / On Demand Training application. The Training Guide is comprised of 3 levels:

- Module – PeopleSoft component
- Lesson – Description level
- Topic - Procedure

All levels are identified with the prefix "ST" for STATE.

PeopleSoft Financial Modules Training Guides are available on the Office of Management & Budget website: www.nd.gov/fiscal/accounting/manuals.

The PeopleSoft Financials Module Online Tutorials and Job Aids are available by clicking on the Help menu in PeopleSoft Financials.

Notice to Users:

- All Training Guide content was recorded in the PeopleSoft Test environment (NDFT). The NDFT logo will appear on the screen shots in this document; however, this will not be seen in the Production environment.

- The PeopleSoft Tools upgrade was implemented in October 2010. This change does not affect the actual material represented in the Training Guides/Job Aids; however, the main menu screens in the training material may look different than the actual PeopleSoft Production environment.

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ST Module 10 - Project Costing

Project Costing Module

Project costing is used primarily by state agencies to track revenues and expenditures for federal grants. Some agencies also use project costing for tracking revenues and expenditures for construction projects.

The reports for project costing have life-to-date information. Since the state standard reports only have costs through one biennium, agencies may need to use project costing to track the activity for grants or other projects that are active in more than one biennium.

To view or print the Project Costing Training Guide, click on OMB's training webpage: (http://www.nd.gov/fiscal/accounting/manuals)

ST Lesson 10.1 - Projects

Projects
A project is normally set up for each agency's separate federal grants, construction or other projects that need tracking.

ST 10.1.1 - Create New Project

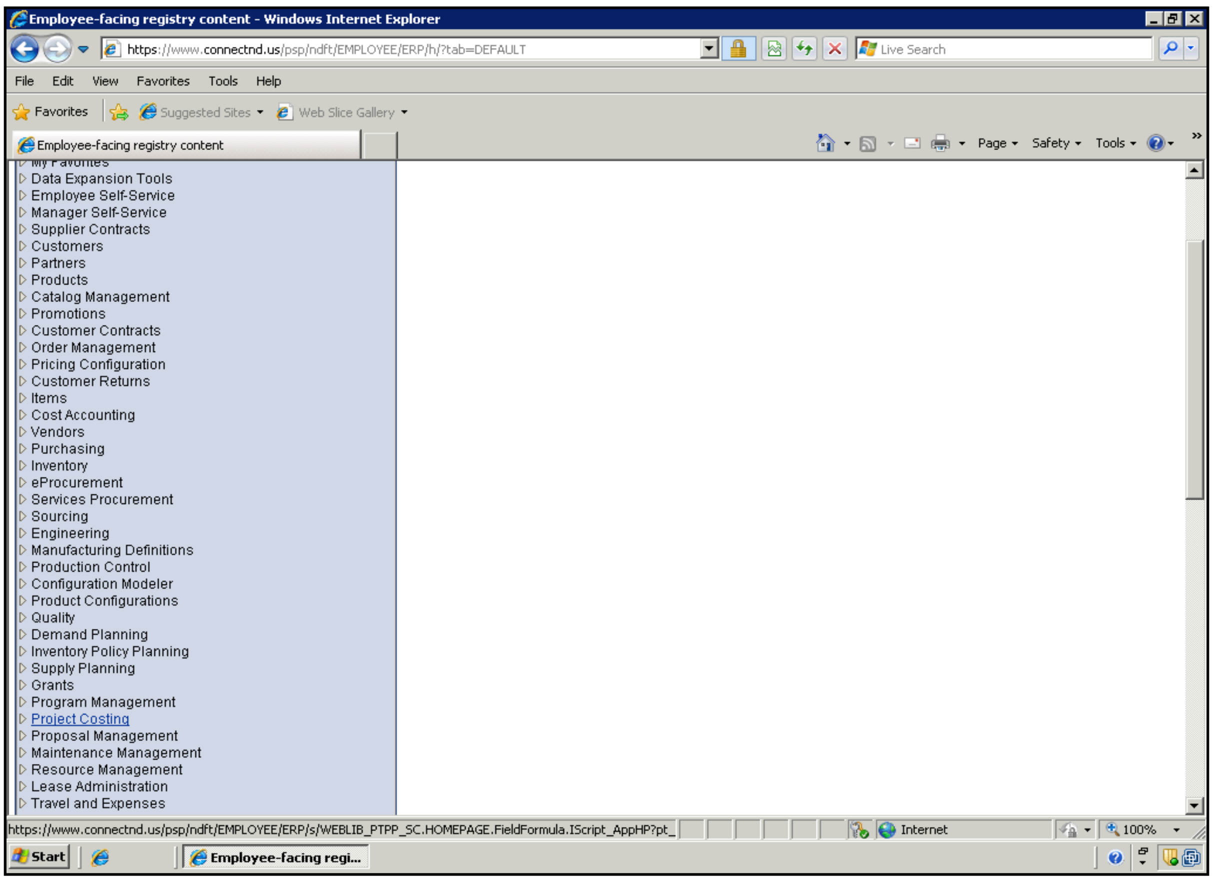
Create New Project

Navigation: <u>Project Costing > Project Definitions > General Information</u>

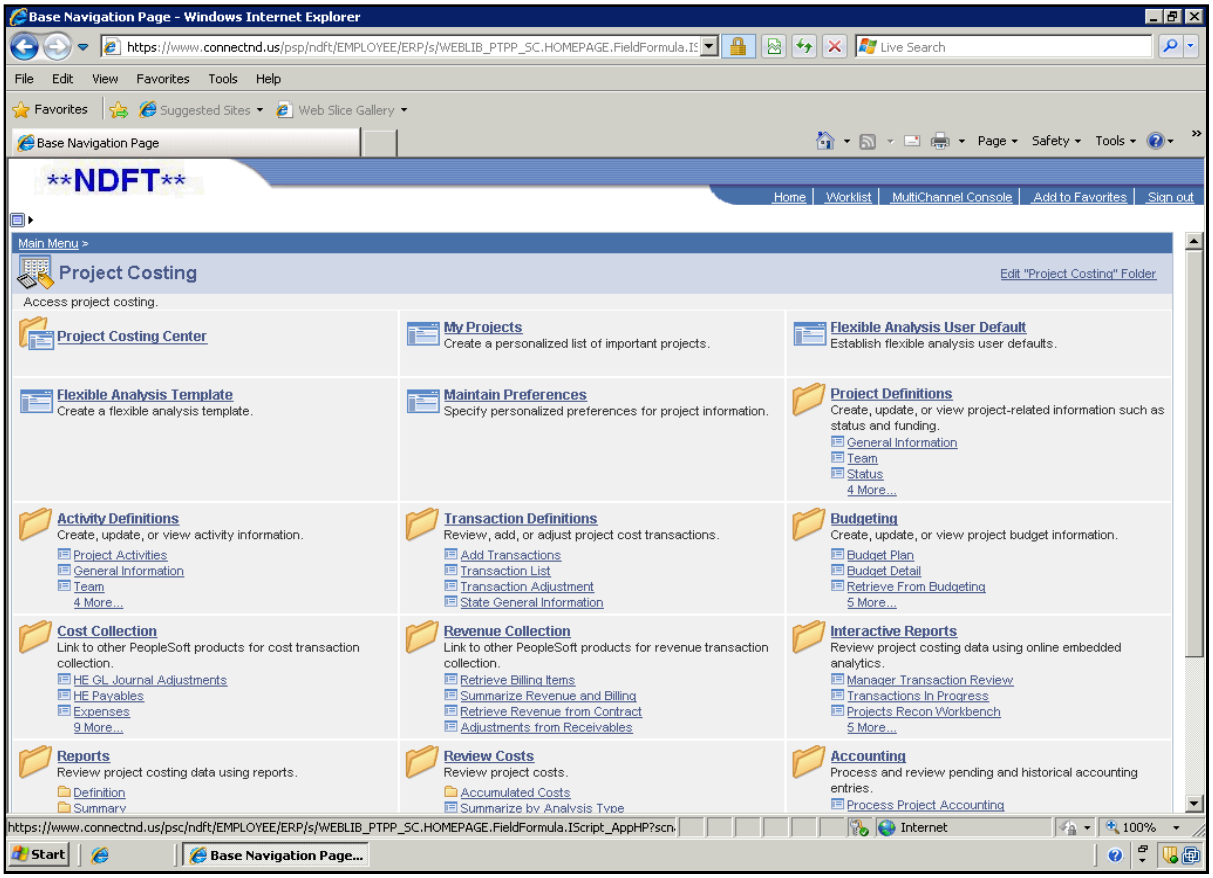
When creating a new project, assign a project ID that hasn't been used by any other agency. Project ID's are shared throughout the state. Most agencies with federal grants start their project ID's with the alpha characters that are used with their federal fund number.

Procedure

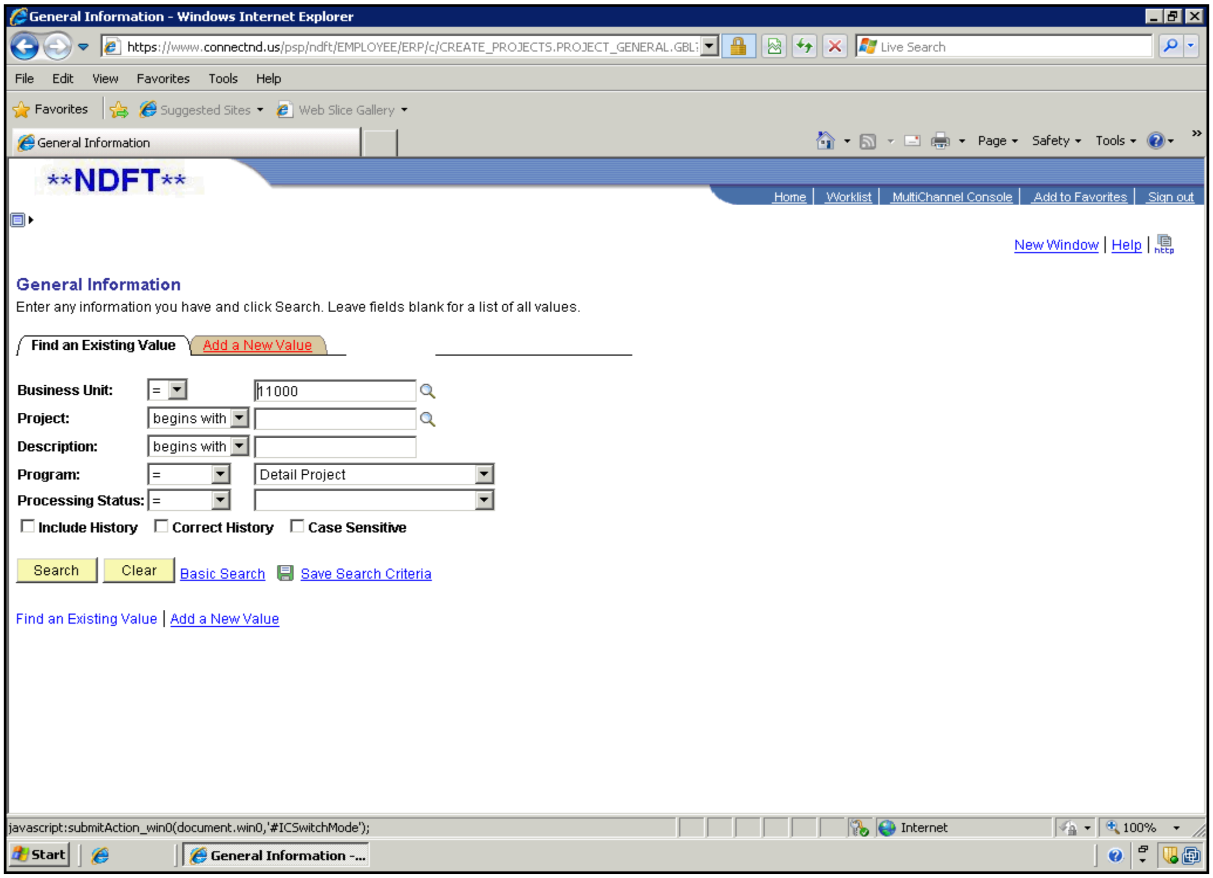
This topic shows how to Create a New Project.



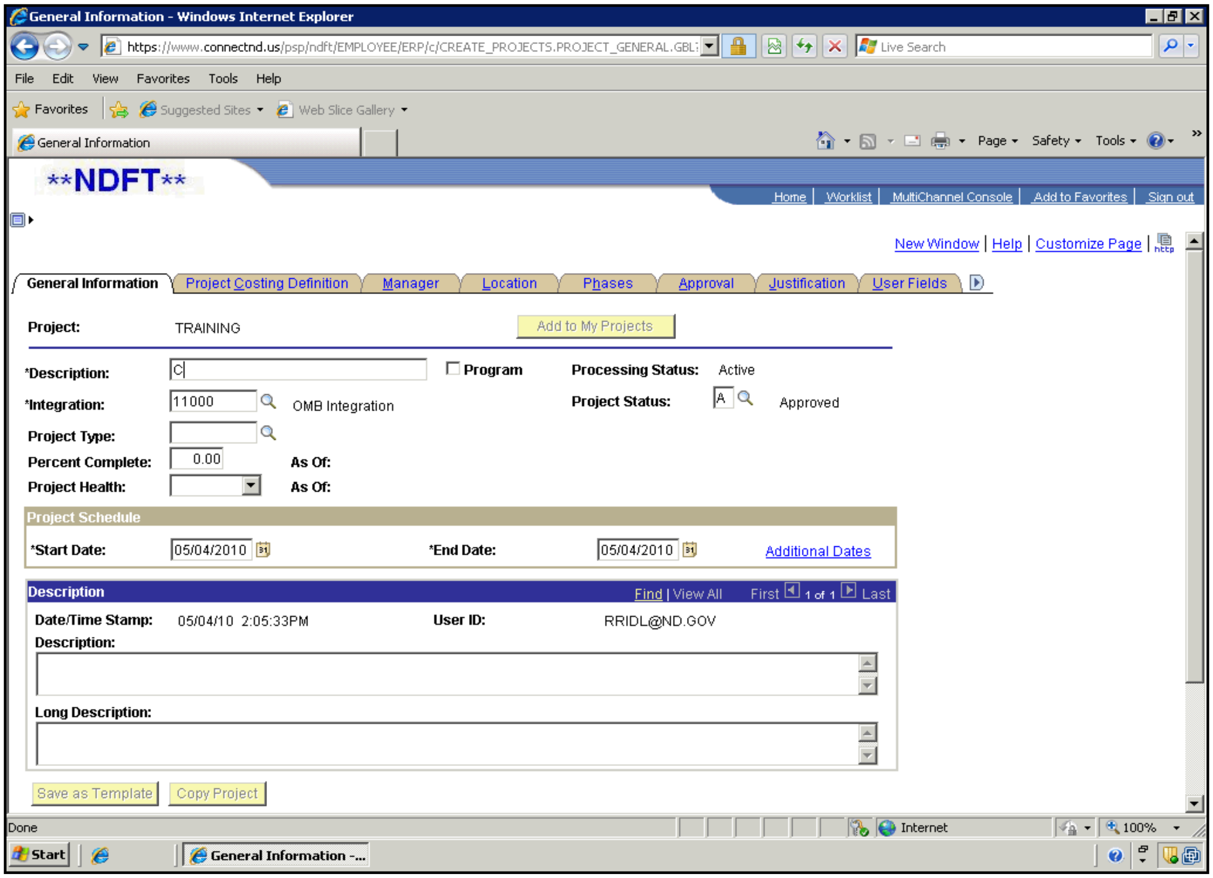
Step	Action
1.	Click the **Project Costing** link. ▷ Project Costing



Step	Action
2.	Click the **Project Definitions** link. Project Definitions
3.	Click the **General Information** link. General Information

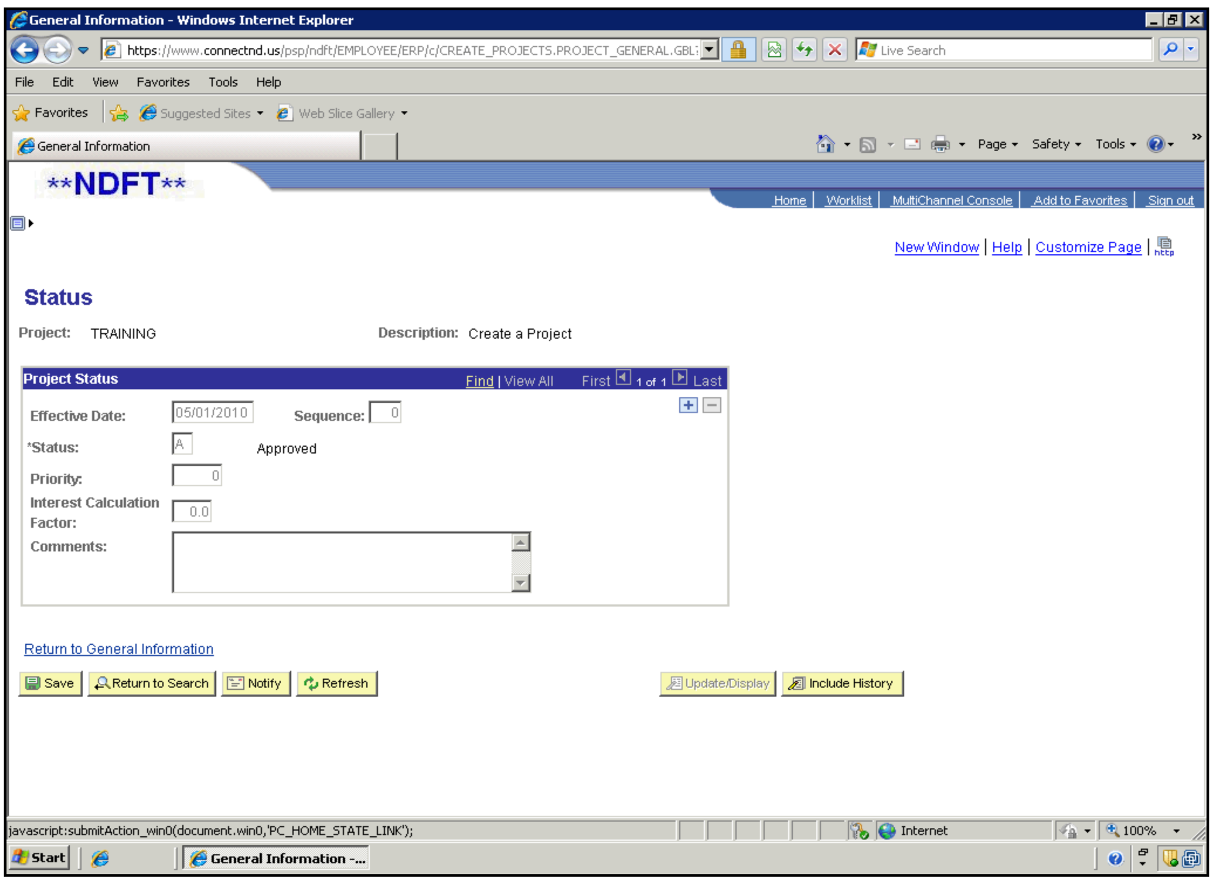


Step	Action
4.	Click the **Add a New Value** tab. Add a New Value
5.	Enter the desired information into the **Project** field. Enter "**Training**". Name of the project can be up to 15 characters: alpha and/or numeric.
6.	Leave the default to Blank Project.
7.	Click the **Add** button. Add

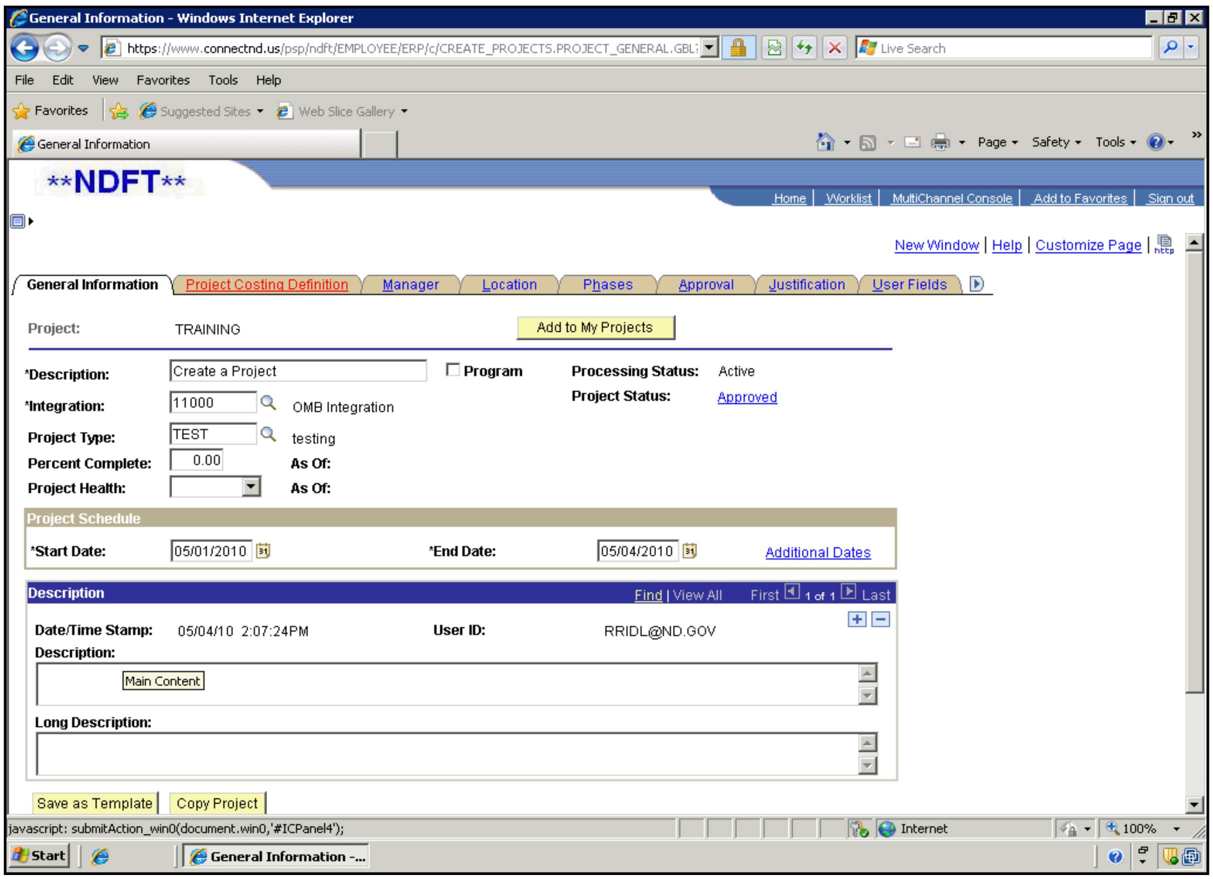


Step	Action
8.	Enter the desired information into the **Description** field. Enter "**Create a Project**".
9.	Select if you want this project to roll up to a Project Type (if your agency uses Project Types). Click the **Look up Project Type (Alt+5)** button.
10.	Click the **testing** link. testing
11.	Click the **Project Status** button. The Project Status is tied to the Processing Status. When creating a new project, the Processing Status comes up as Active and you must select a Project Status that is tied to a Processing Status of Active. Those options are Approved and Open.

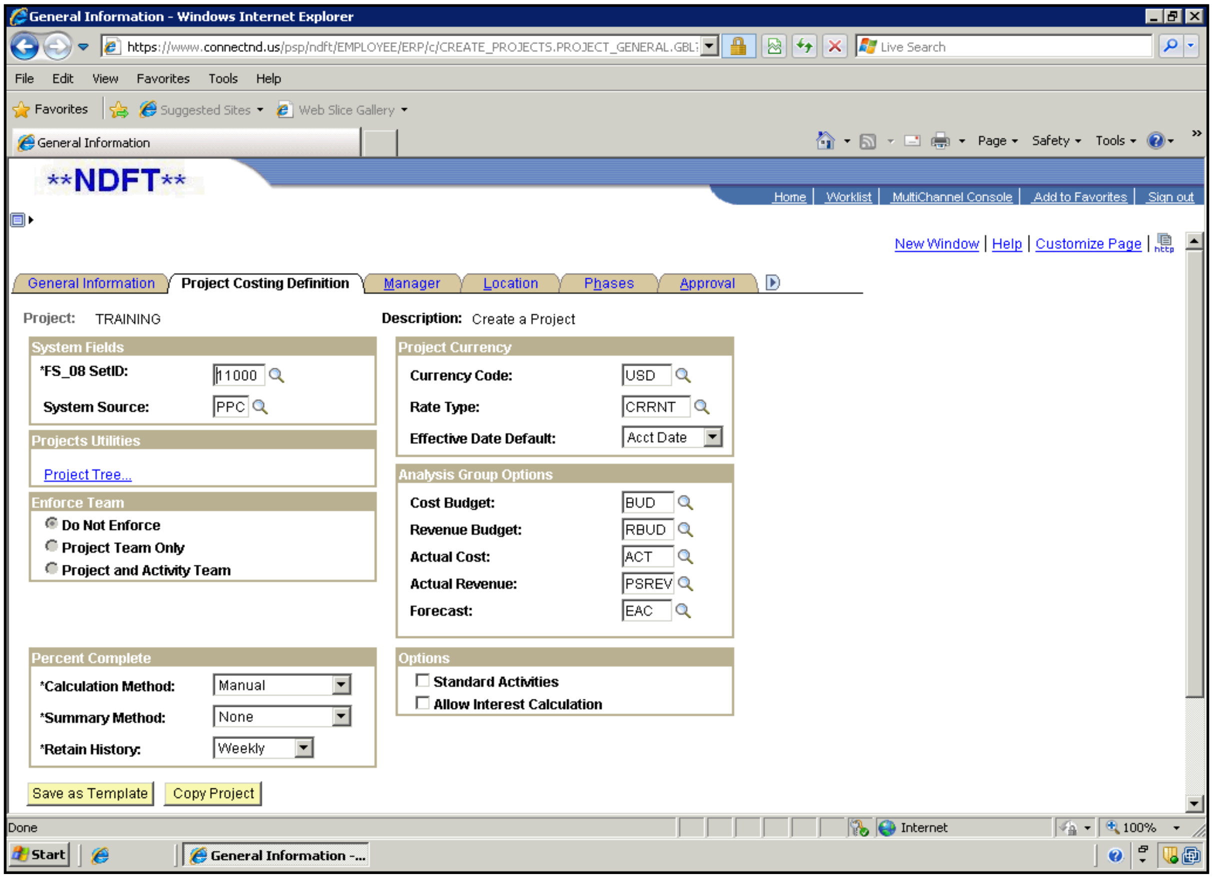
Step	Action
12.	Click the **Approved** link. Approved
13.	Project Status defaults with a Start Date in the Project Schedule section. To change the Start Date, it must be changed here first. Start Date cannot be prior to the Approval Status date. Enter the desired information into the **Start Date** field. Enter "**05/01/2010**".
14.	Click the **Save** button. Save
15.	Click the **Approved** link. Approved



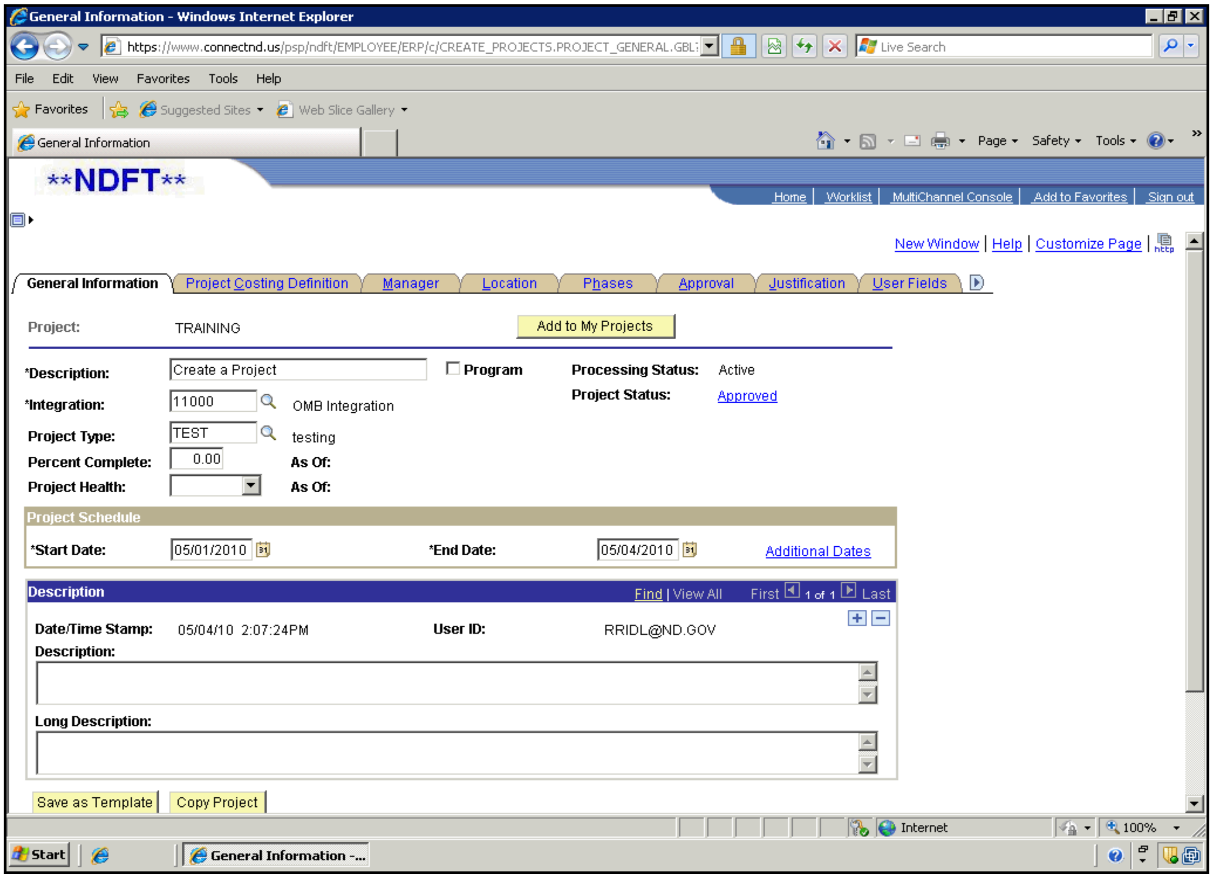
Step	Action
16.	Click the **Return to General Information** link. Return to General Information
17.	The Project Status of Approved is now a hyperlink. Click on it to change or view the status of the project. The Project Status determines the Processing Status. The Processing Status allows or disallows the project from being used with transactions.

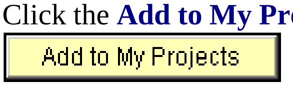


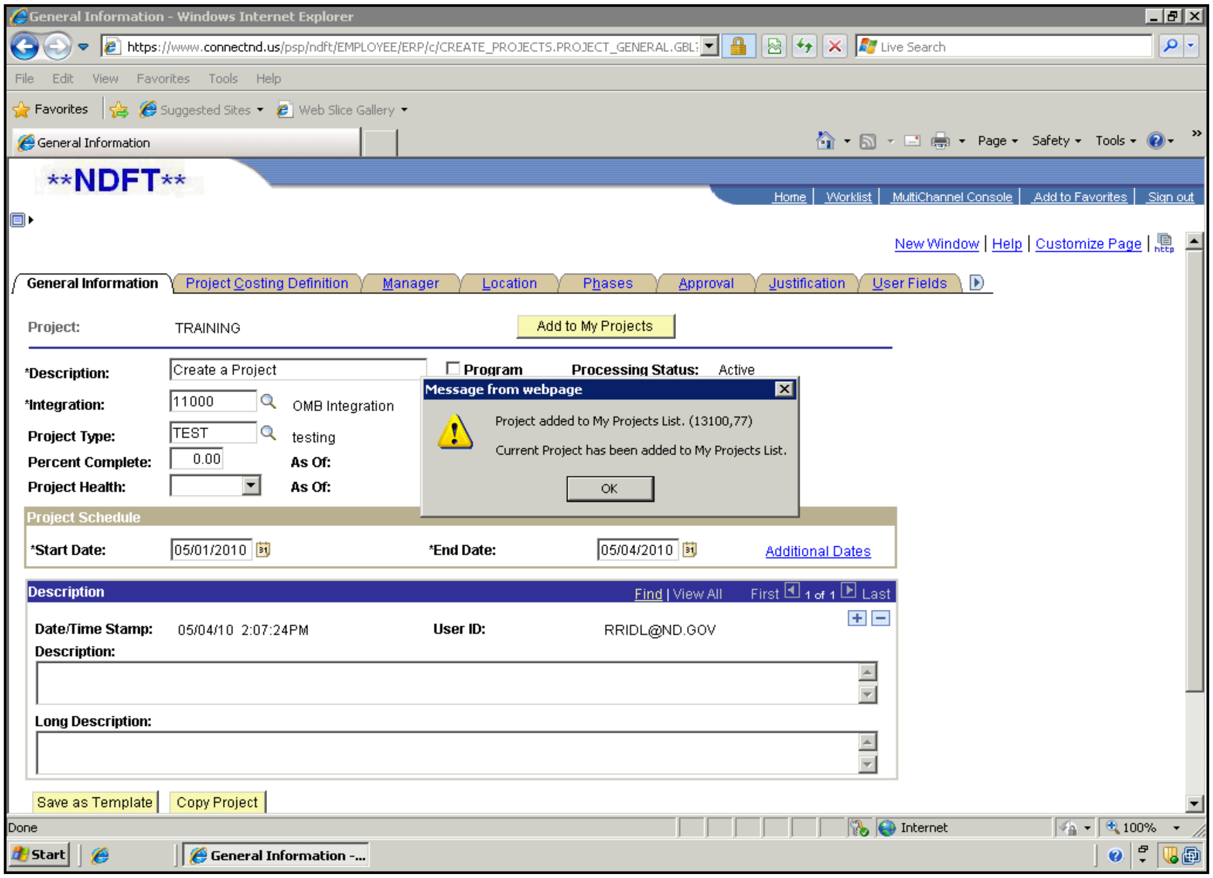
Step	Action
18.	Click the **Project Costing Definition** tab. Project Costing Definition



Step	Action
19.	If your agency uses Standard Activities, select the checkbox. If the box is checked, <u>you can only use Standard Activities with that project</u> and cannot add any other activity to that project except for Standard Activities. Click the **Standard Activities** option. ☐ Standard Activities
20.	The additional tabs on the Projects page are optional and are for informational purposes only.
21.	Click the **General Information** tab. General Information



Step	Action
22.	Click on the Add to My Projects button to add this to your list of projects. Click the **Add to My Projects** button. 



Step	Action
23.	Click the **OK** button. 
24.	This topic showed how to Create a New Project. **End of Procedure.**

ST 10.1.2 - Change Project Status

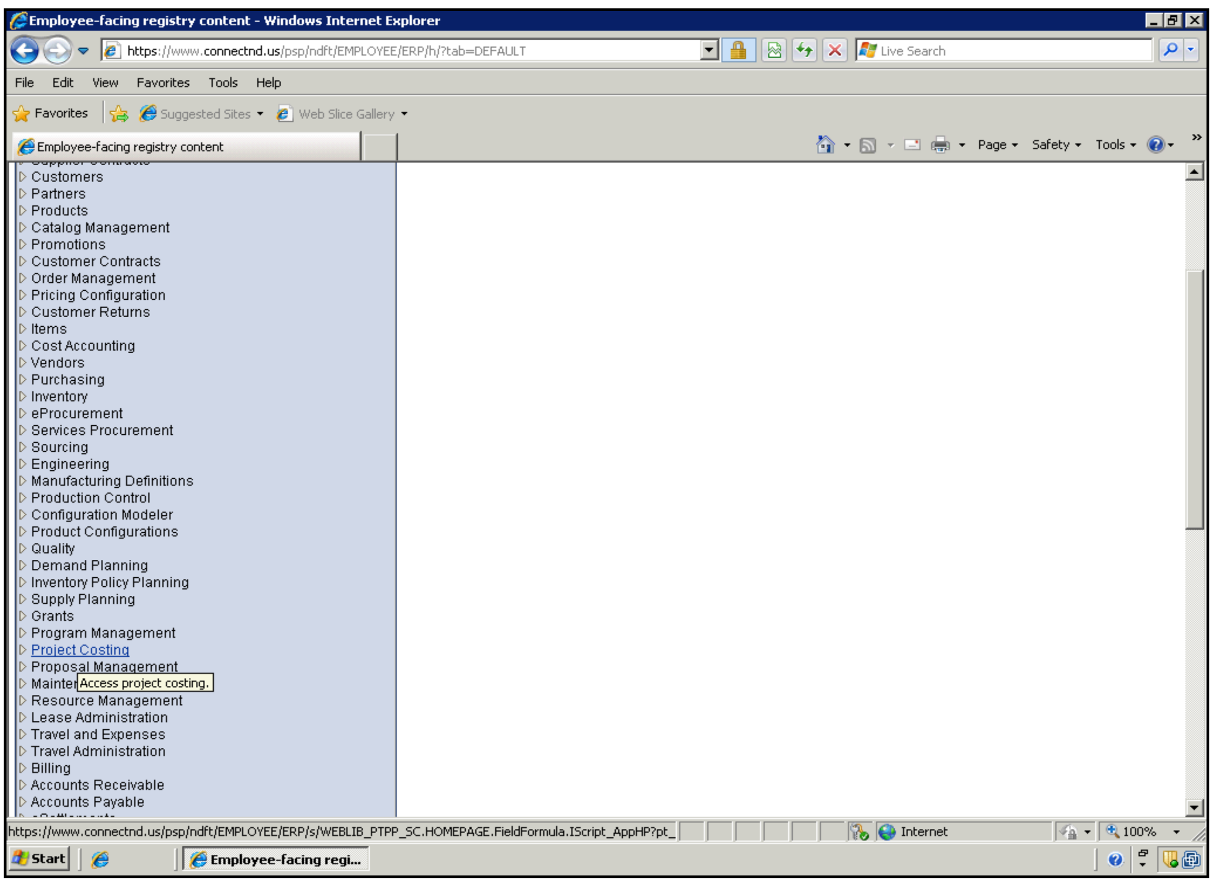
Change Project Status

Navigation: Project Costing > Project Definitions > General Information

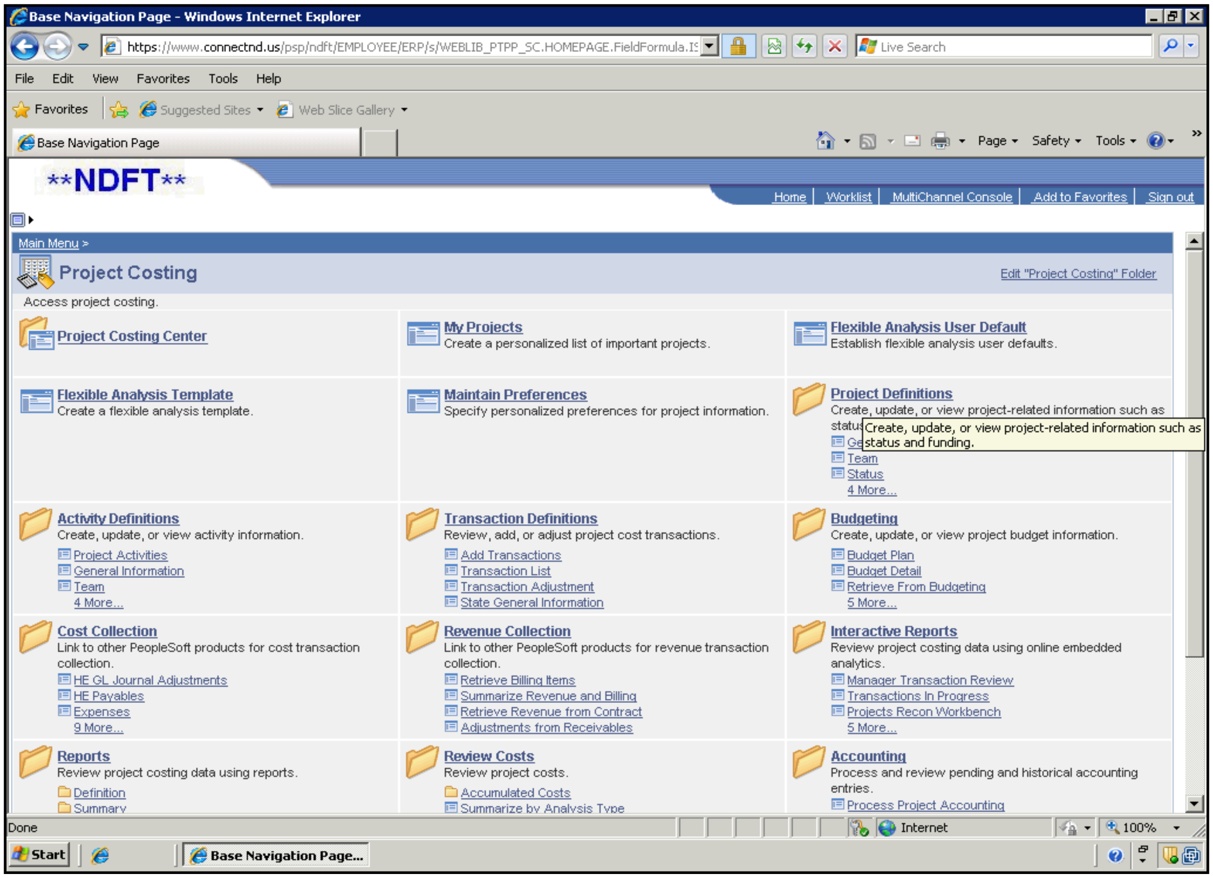
To close a project, click on the Project Status hyperlink of the project you want to close. The Processing Status will change to Inactive *on the date you select for the closing date of the Project Status*. It is the Processing Status of Active or Inactive that will allow or disallow the use of the project with transactions.

Procedure

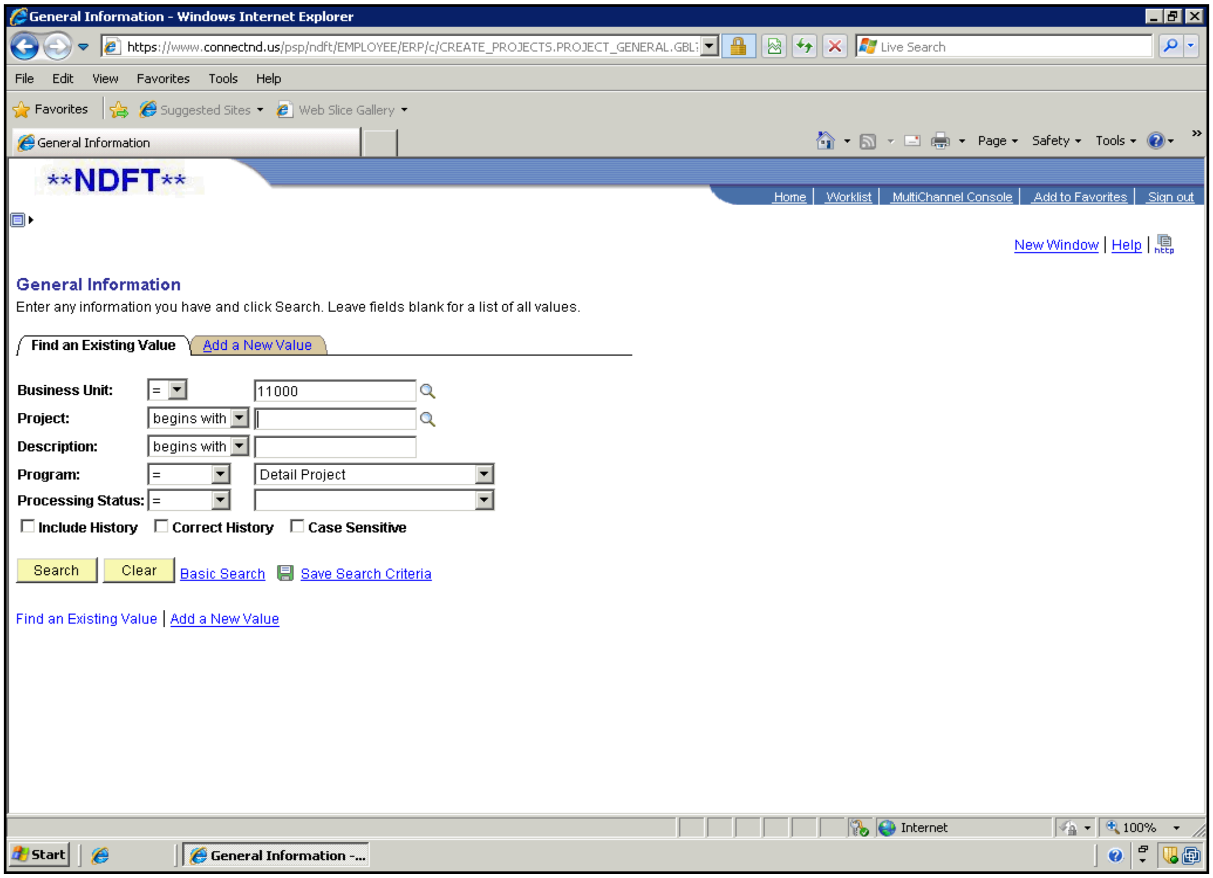
This topic shows how to Change Project Status.

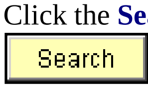


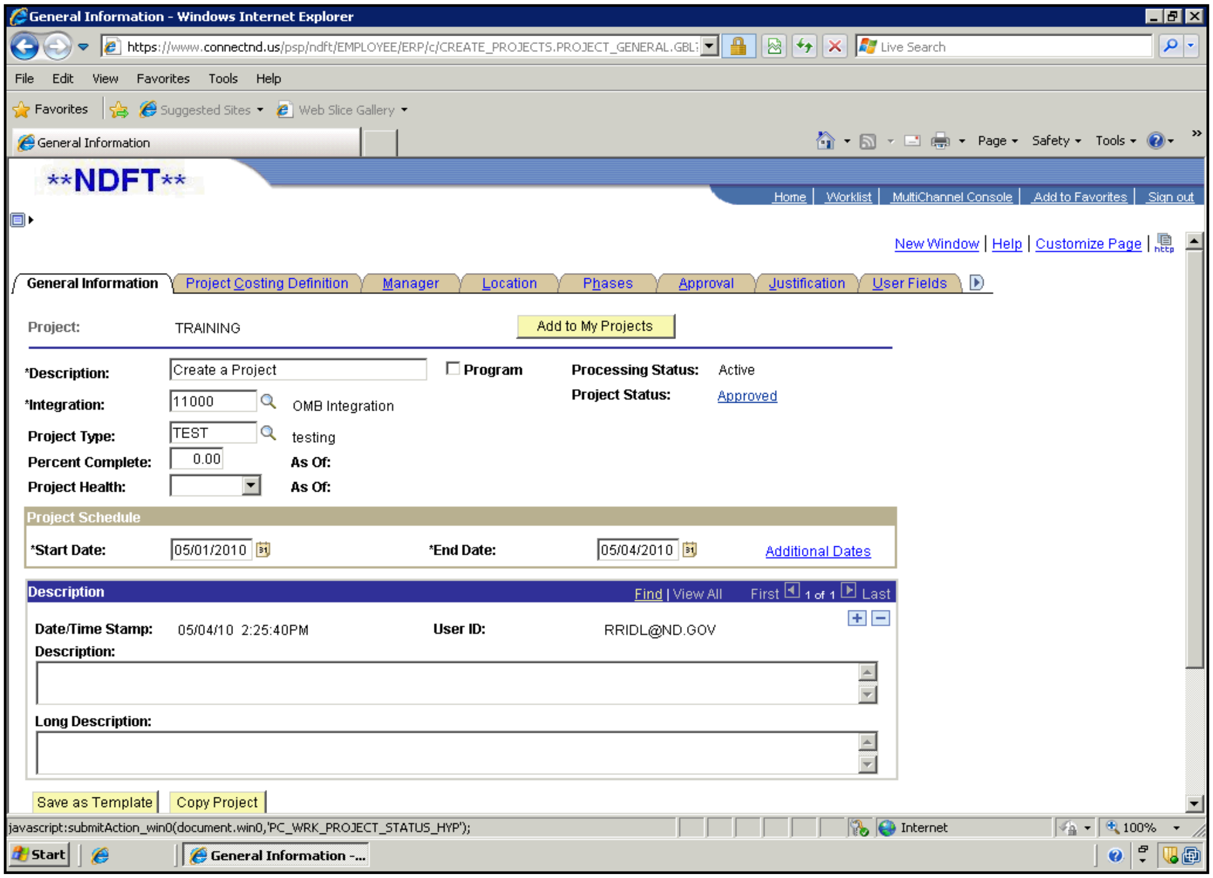
Step	Action
1.	Click the **Project Costing** link. Project Costing



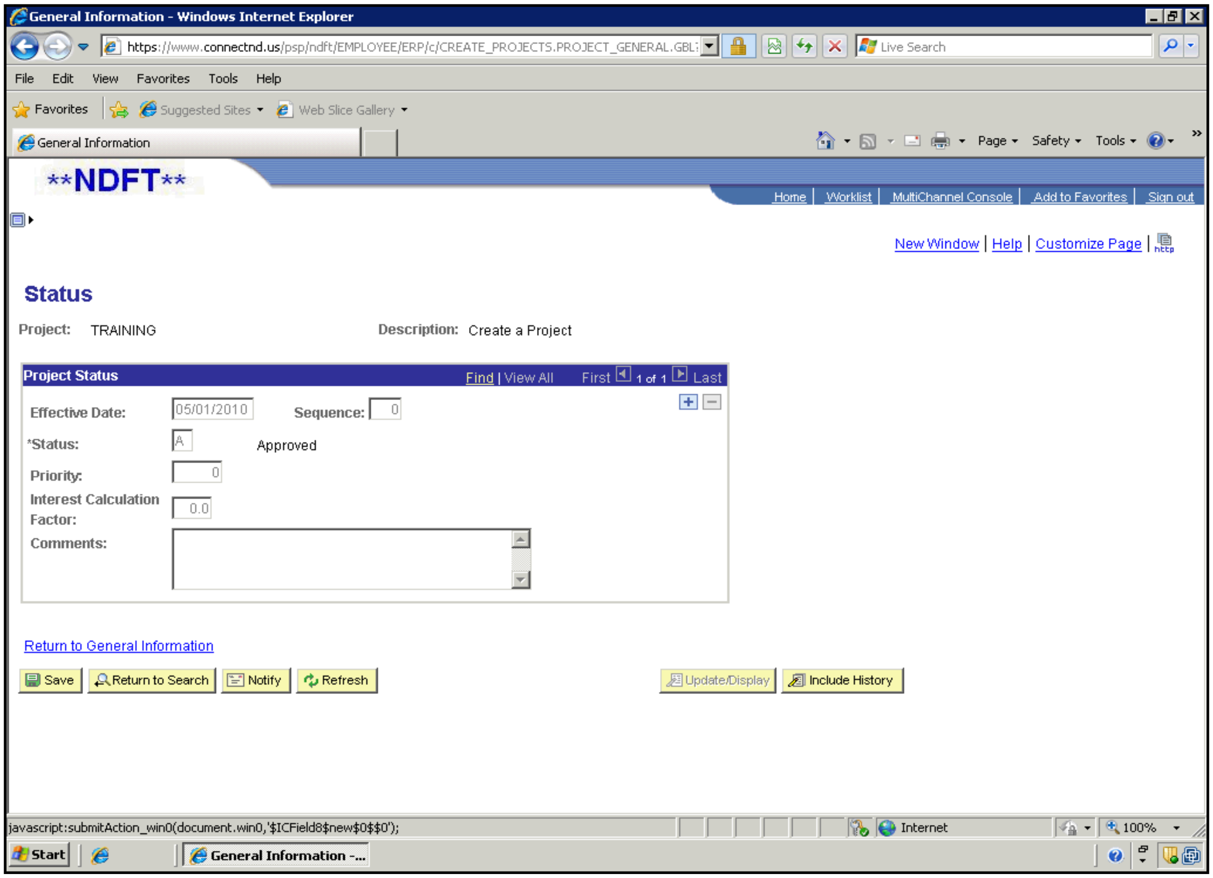
Step	Action
2.	Click the **Project Definitions** link. Project Definitions
3.	Click the **General Information** link. General Information

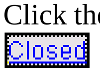


Step	Action
4.	Enter the desired information into the **Project** field. Enter "**Training**".
5.	Click the **Search** button. 



Step	Action
6.	Click the **Approved** link. Approved



Step	Action
7.	Click the **Add a new row at row 1 (Alt+7)** button. 
8.	You can make the Effective Date in the future and the change will happen on that date. Enter the desired information into the **Effective Date** field. Enter **5/30/2010**".
9.	Click the **Look up Status (Alt+5)** button. 
10.	Select the project status. Click the **Closed** link. 
11.	Click the **Save** button. 

Step	Action
12.	This topic showed how to Change Project Status. **End of Procedure.**

ST 10.1.3 - Copy Project from General Information

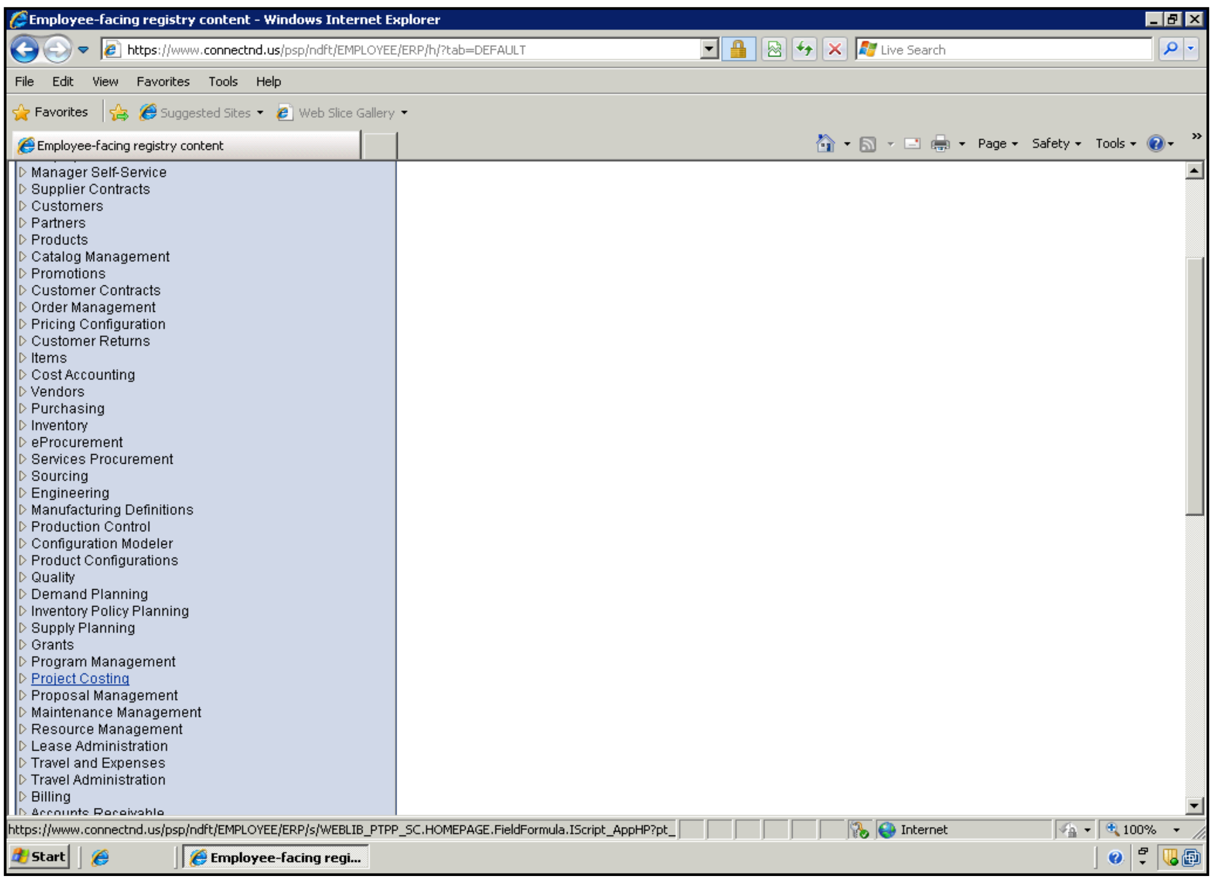
Copy Project from General Information

Navigation: Project Costing > Project Definitions > General Information

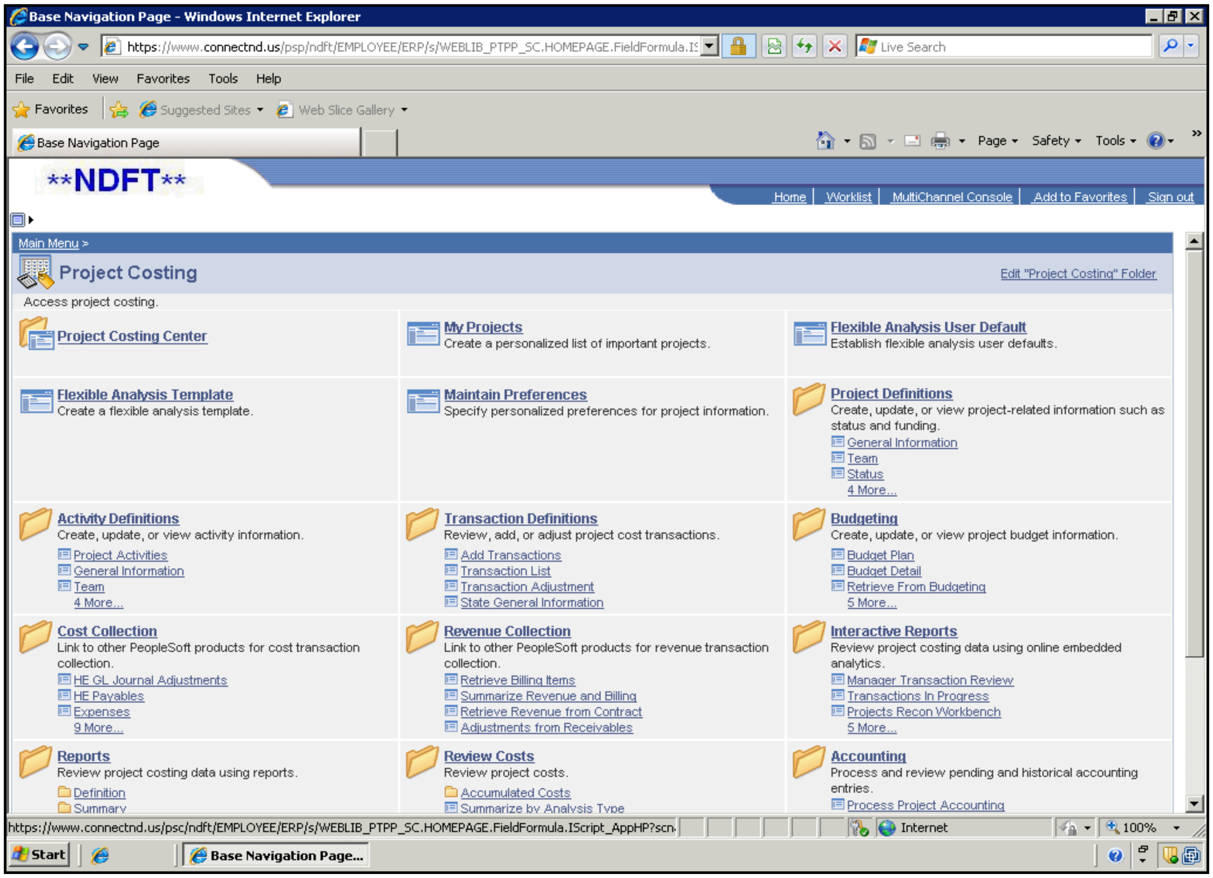
If you need to create a new project that is similar to another project that already exists, you can copy the existing project. This is efficient if you are going to reuse the same activities or some of the same activities as in the project you are copying.

Procedure

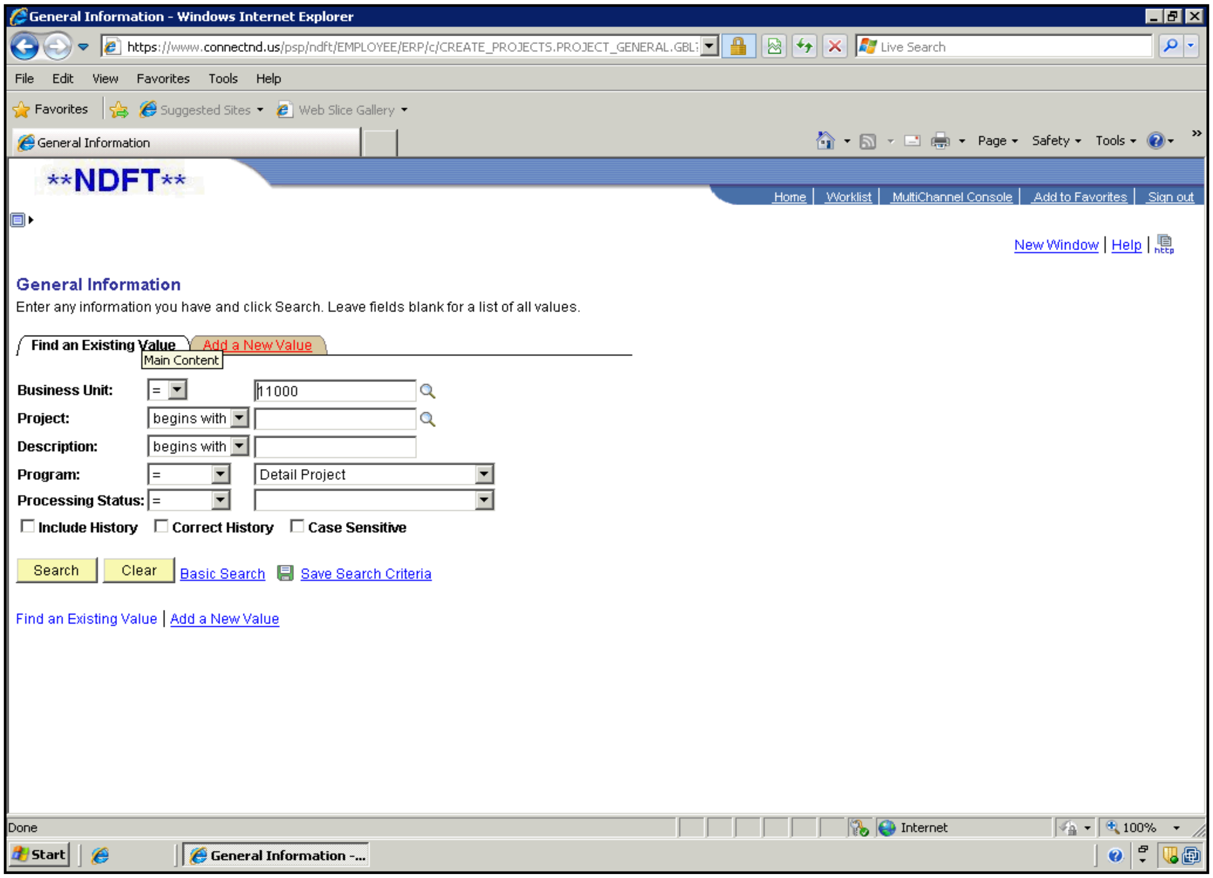
This topic shows how to Copy Project from General Information.



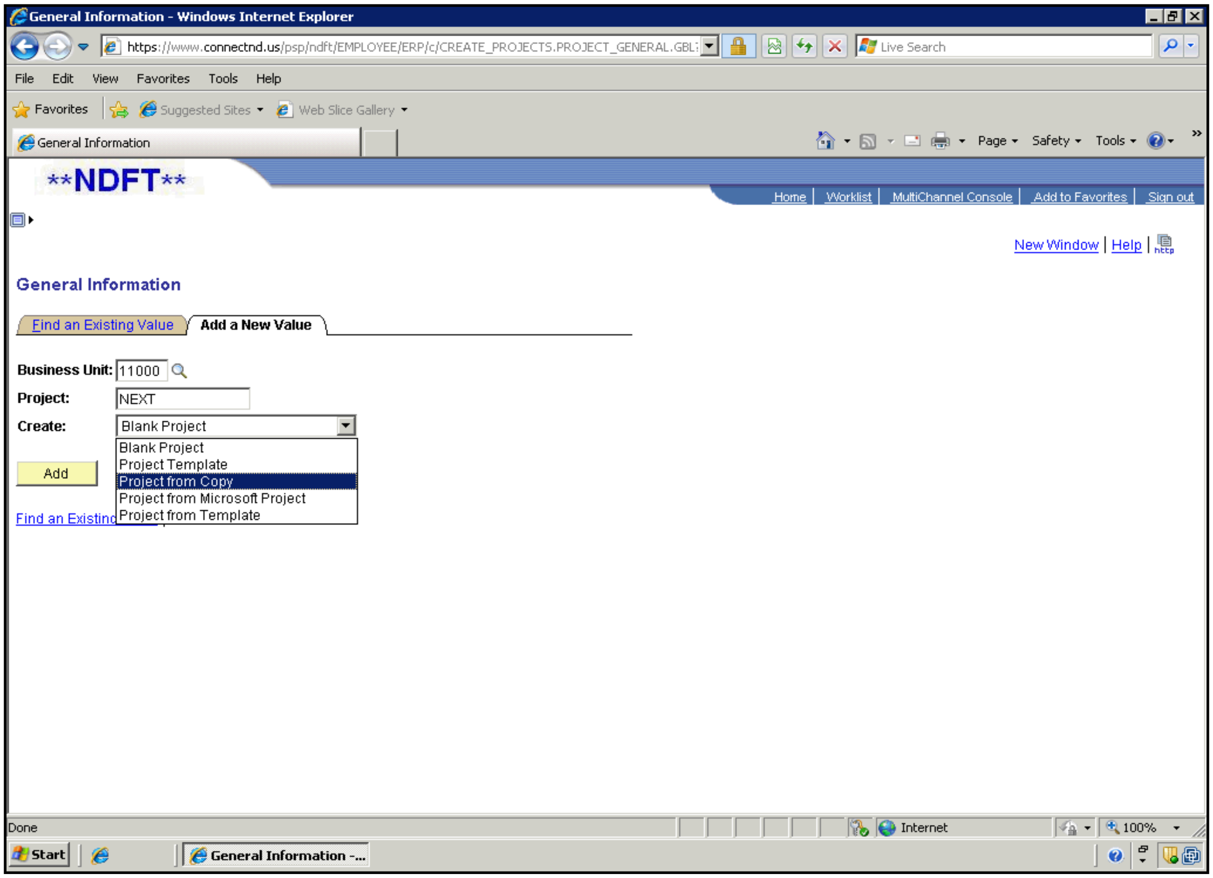
Step	Action
1.	Click the **Project Costing** link. Project Costing



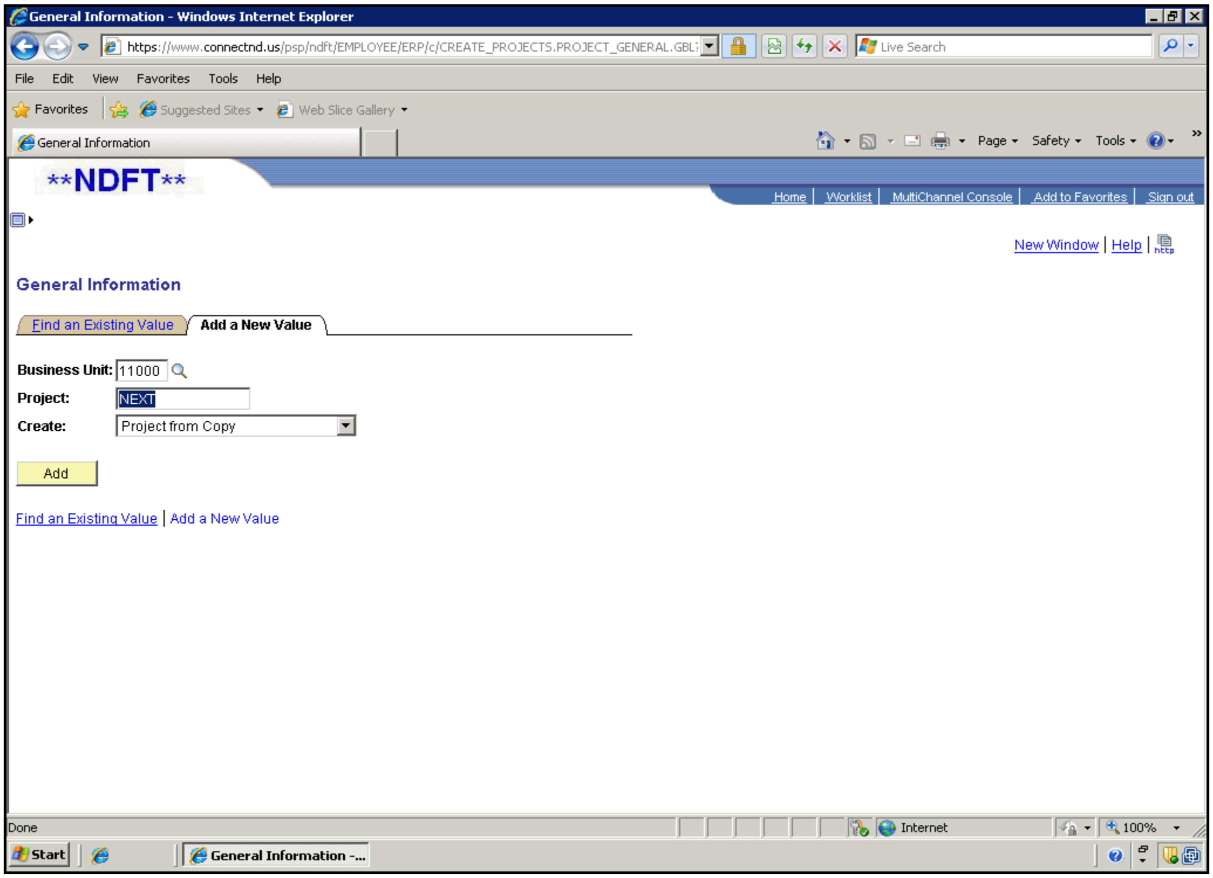
Step	Action
2.	Click the **Project Definitions** link. Project Definitions
3.	Click the **General Information** link. General Information



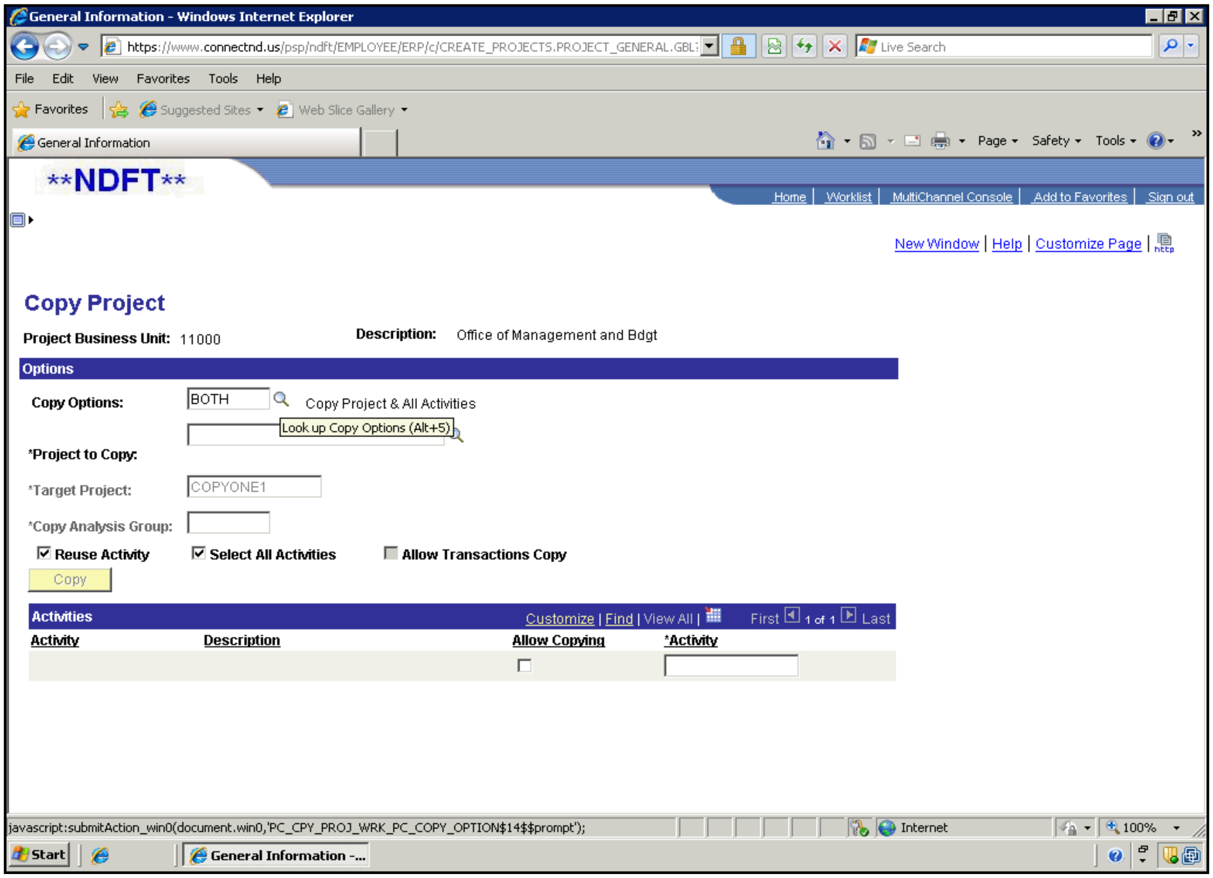
Step	Action
4.	Click the **Add a New Value** tab. 



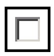
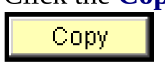
Step	Action
5.	Click the **Project from Copy** list item in the Create drop down. Project from Copy

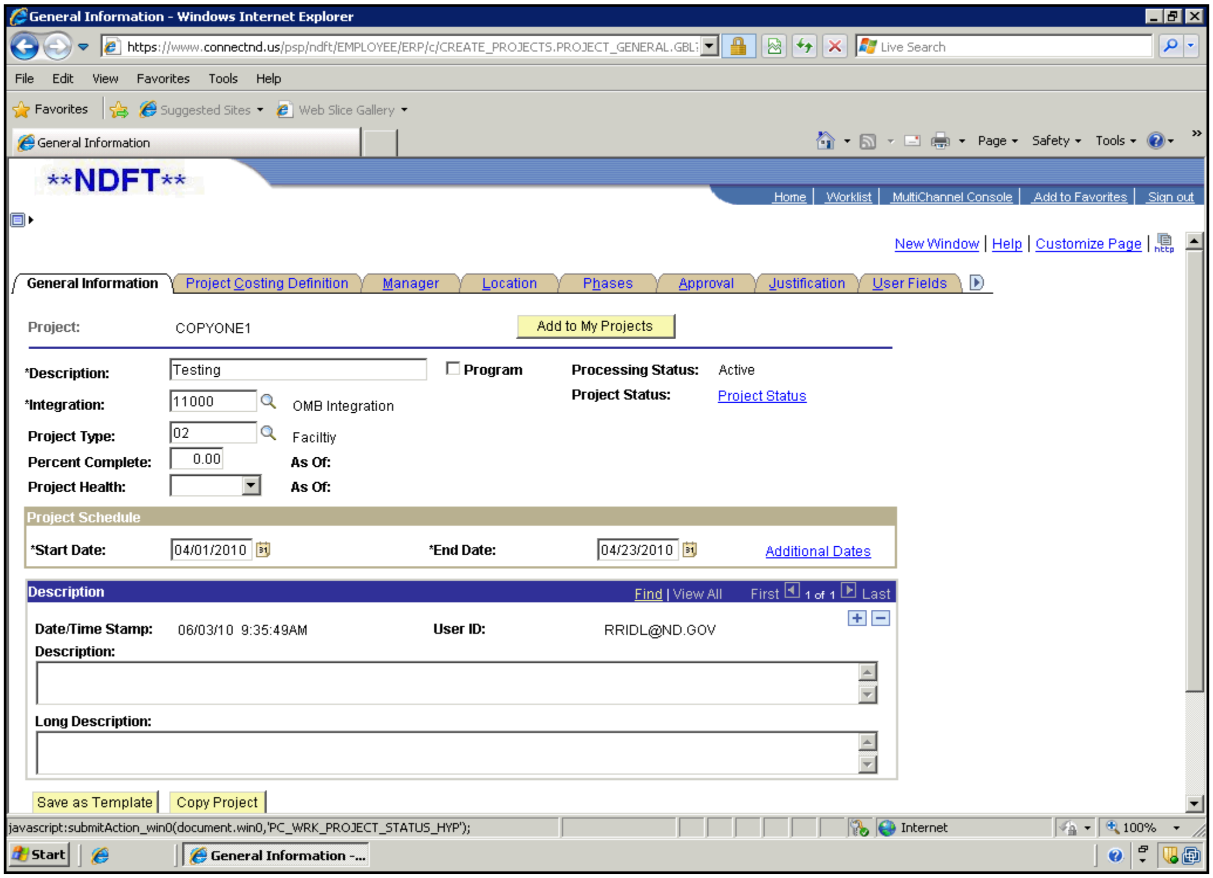


Step	Action
6.	Enter the desired information into the **Project** field. Enter "**CopyOne1**".
7.	Click the **Add** button. Add

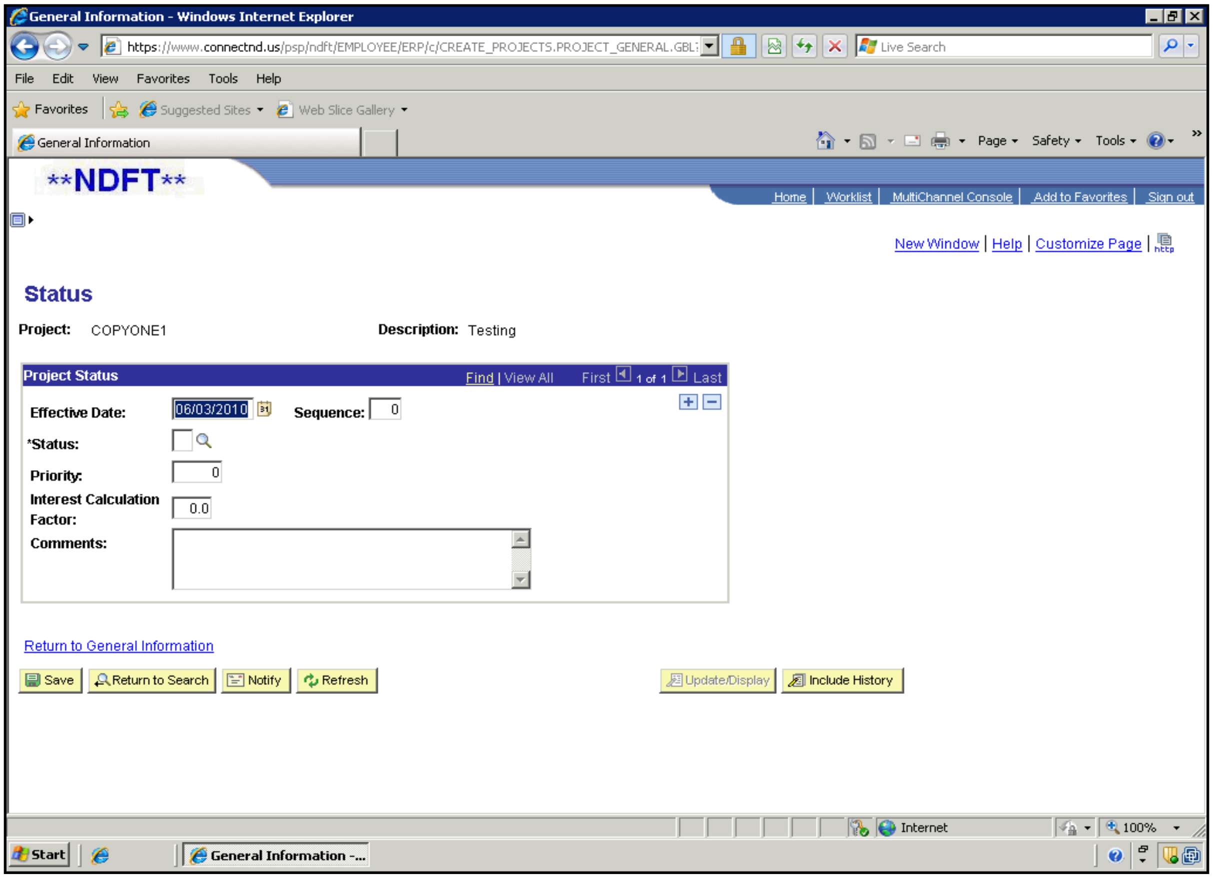


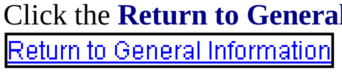
Step	Action
8.	Click the **Copy Options** button. 
9.	Select the copy option you want to use. Click the **Copy Project & All Activities** link. Copy Project & All Activities
10.	Click the **Project to Copy** button. 
11.	Select the project to copy. Click the **TEST2010** link. TEST2010

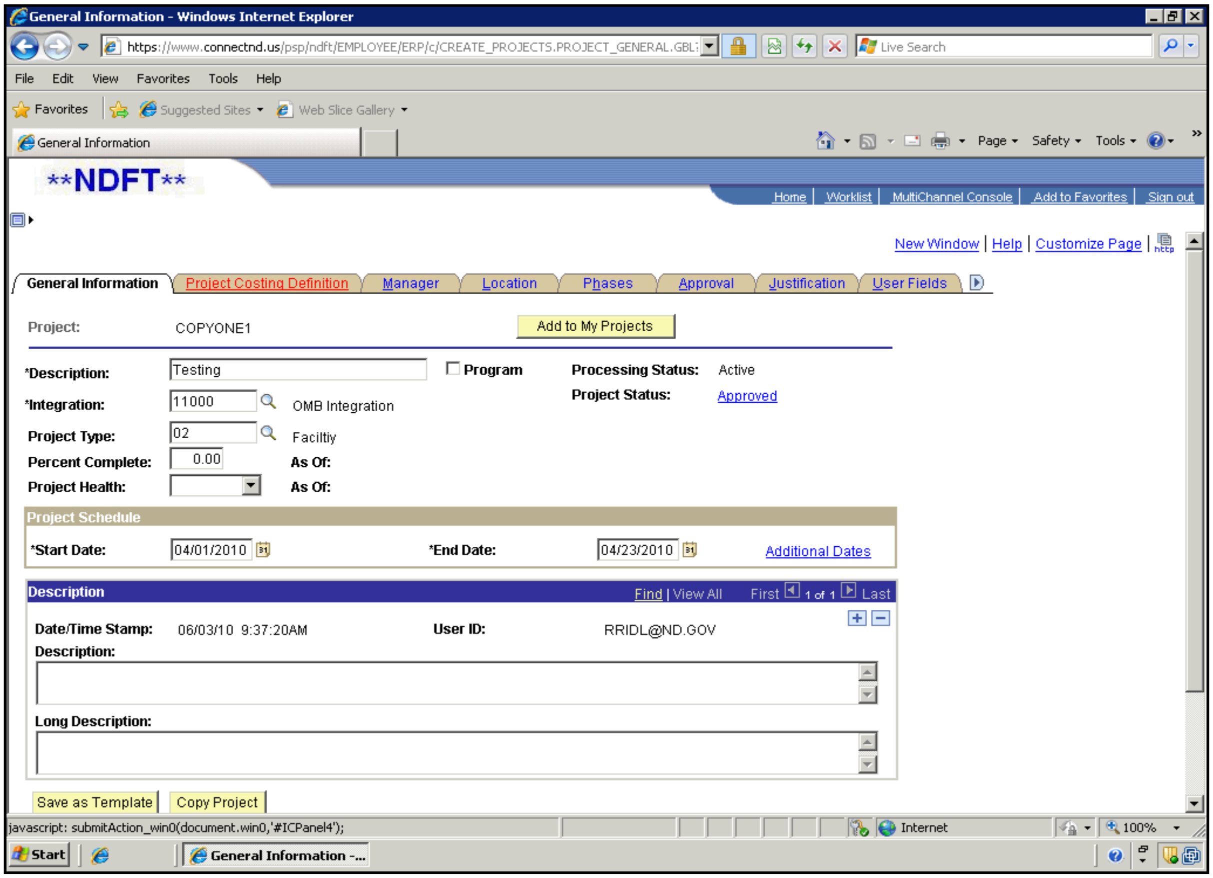
Step	Action
12.	Select to copy All Activities or uncheck that box and just check the allow copying for the activities you want to copy. If you want new activity ID's, uncheck the Reuse Activity box and fill in what you want. Click the **Select All Activities** option. 
13.	Select the activities you wish to copy. Click the **Allow Copying** option. 
14.	Click the **Allow Copying** option. 
15.	Click the **Copy** button. 
16.	Click on the Project Status hyperlink to select a Project Status for this project. **Note:** The Processing Status gets copied over from the project that was copied. The Start Date under the Project Schedule will default the same date as the project you copied. If you want the project to start prior to that date, you need to change that before clicking on the Project Status hyperlink. If you want a later Start Date, you can change that here but then must also go into the activities and change those Start Dates. **The project Start Date cannot be after the activities Start Date.**



Step	Action
17.	Click the **Project Status** link. Project Status



Step	Action
18.	The Effective Date can be different than the Start Date on the General Information page of the project. **The Effective Date cannot be before the Start Date.** Enter the desired information into the **Effective Date** field. Enter "**04/05/2010**".
19.	Click the **Look up Status (Alt+5)** button. 
20.	Click the **Approved** link. 
21.	Click the **Save** button. 
22.	Click the **Return to General Information** link. 



Step	Action
23.	Click the **Project Costing Definition** tab. Project Costing Definition
24.	If you have copied a project that uses Standard Activities, the Standard Activities box will be checked. Uncheck the box if Standard Activities are not used.
25.	This topic showed how to Copy a Project from General Information. **End of Procedure.**

ST 10.1.4 - Copy Project from Project Page

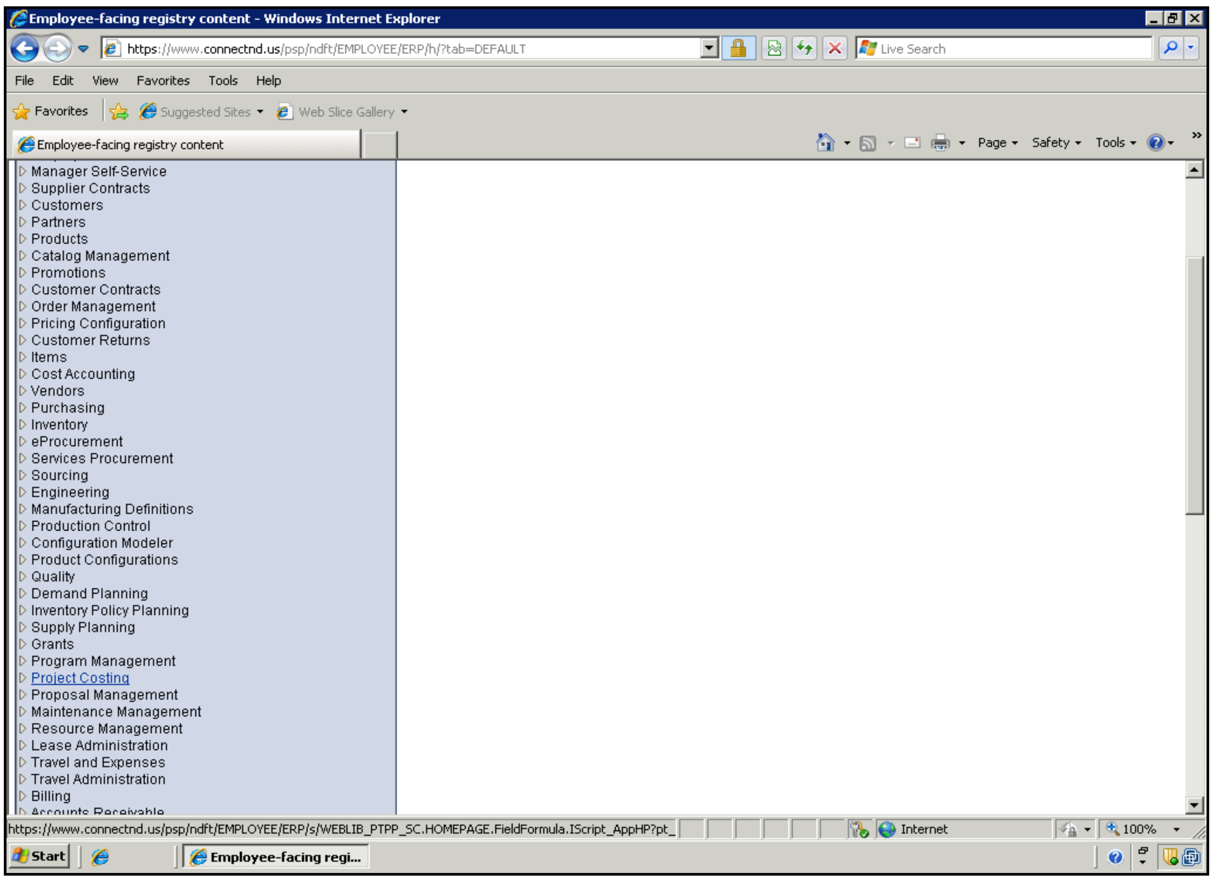
Copy Project from Project Page

Navigation: Project Costing > Project Definitions > General Information

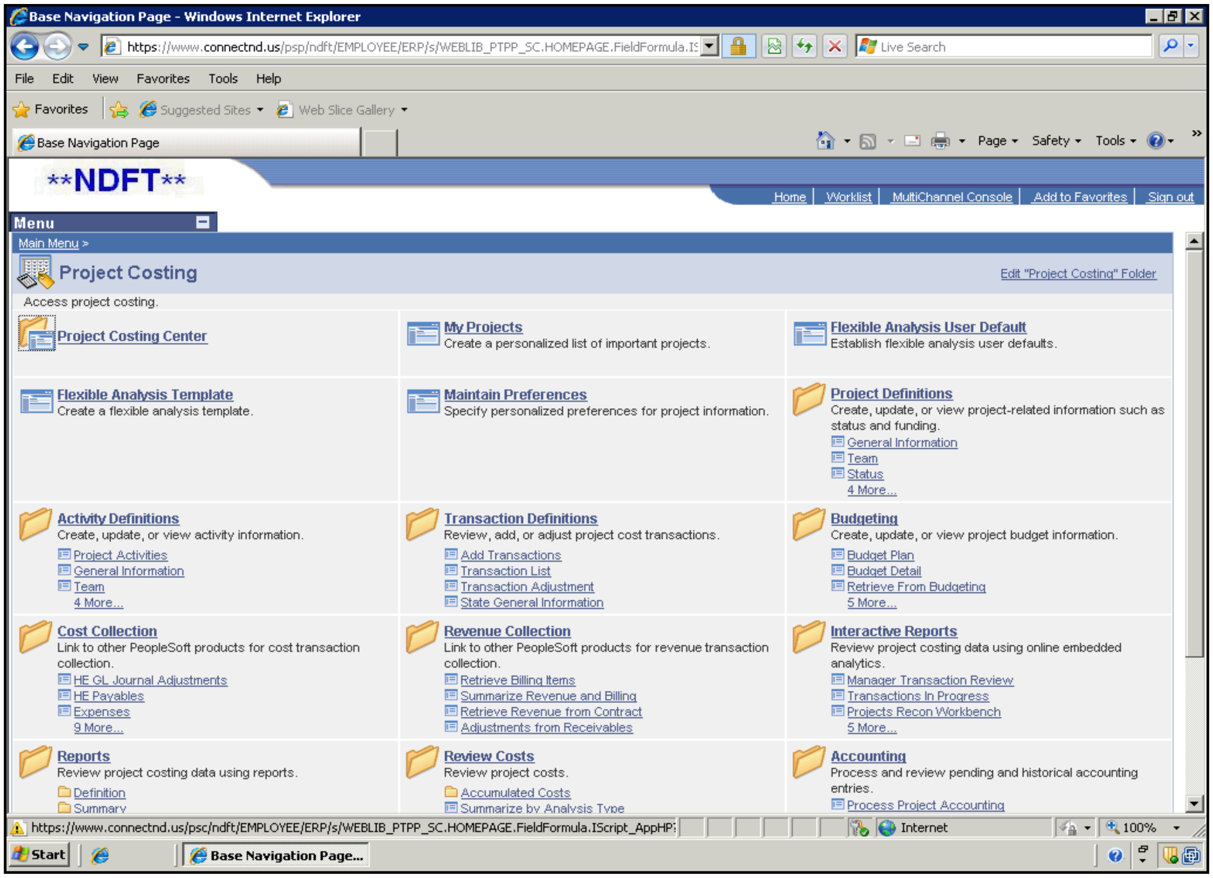
To create a new project by copying an existing project, navigate to the General Information tab of the project you want to copy.

Procedure

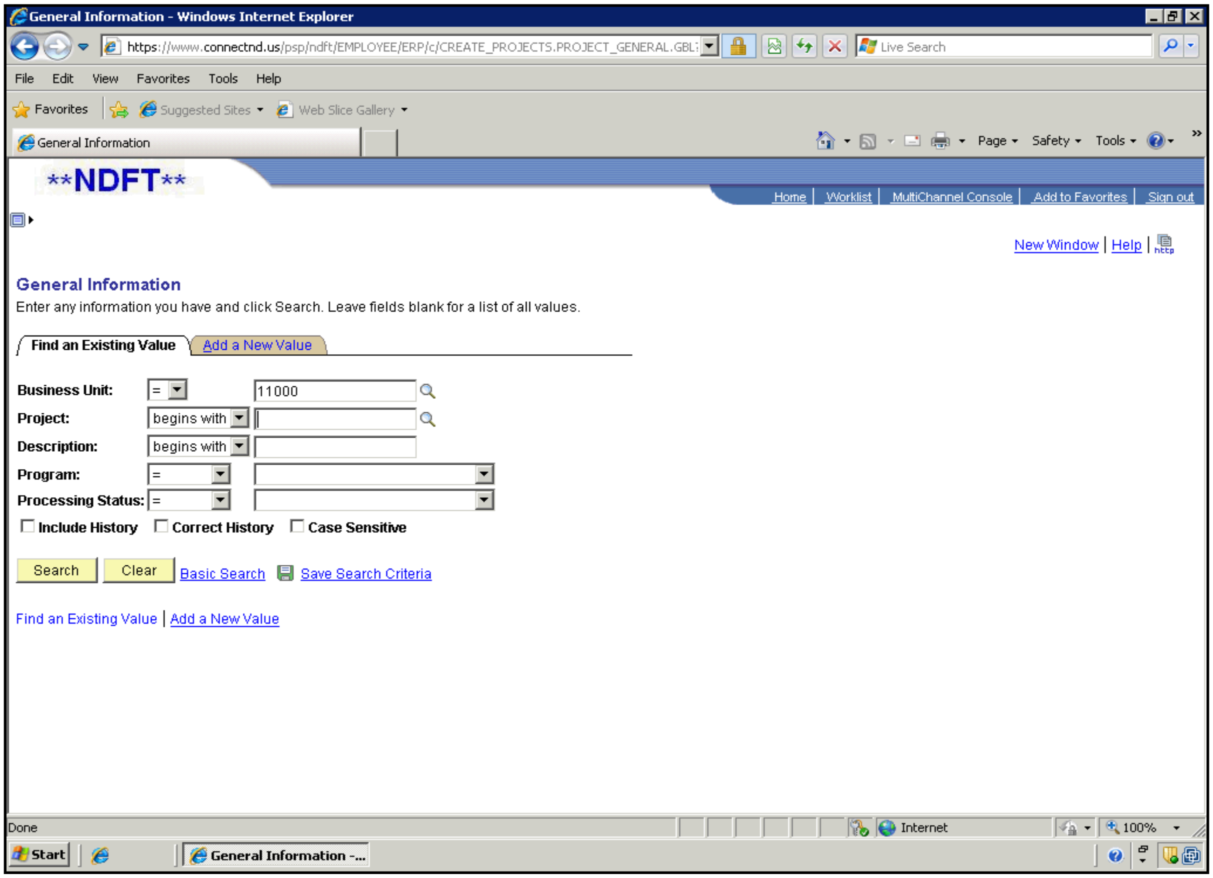
This topic shows how to Copy a Project from Project Page.

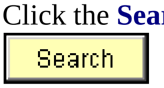


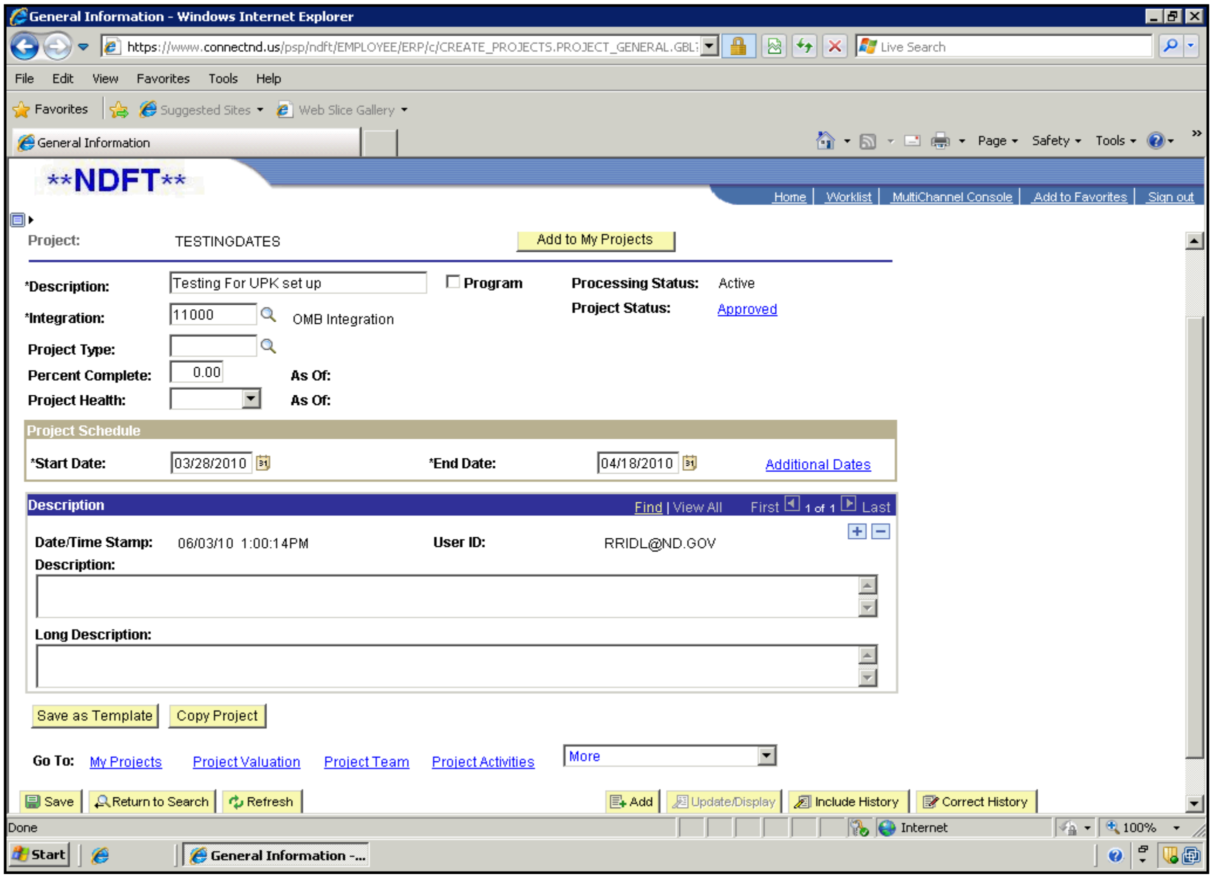
Step	Action
1.	Click the **Project Costing** link. 



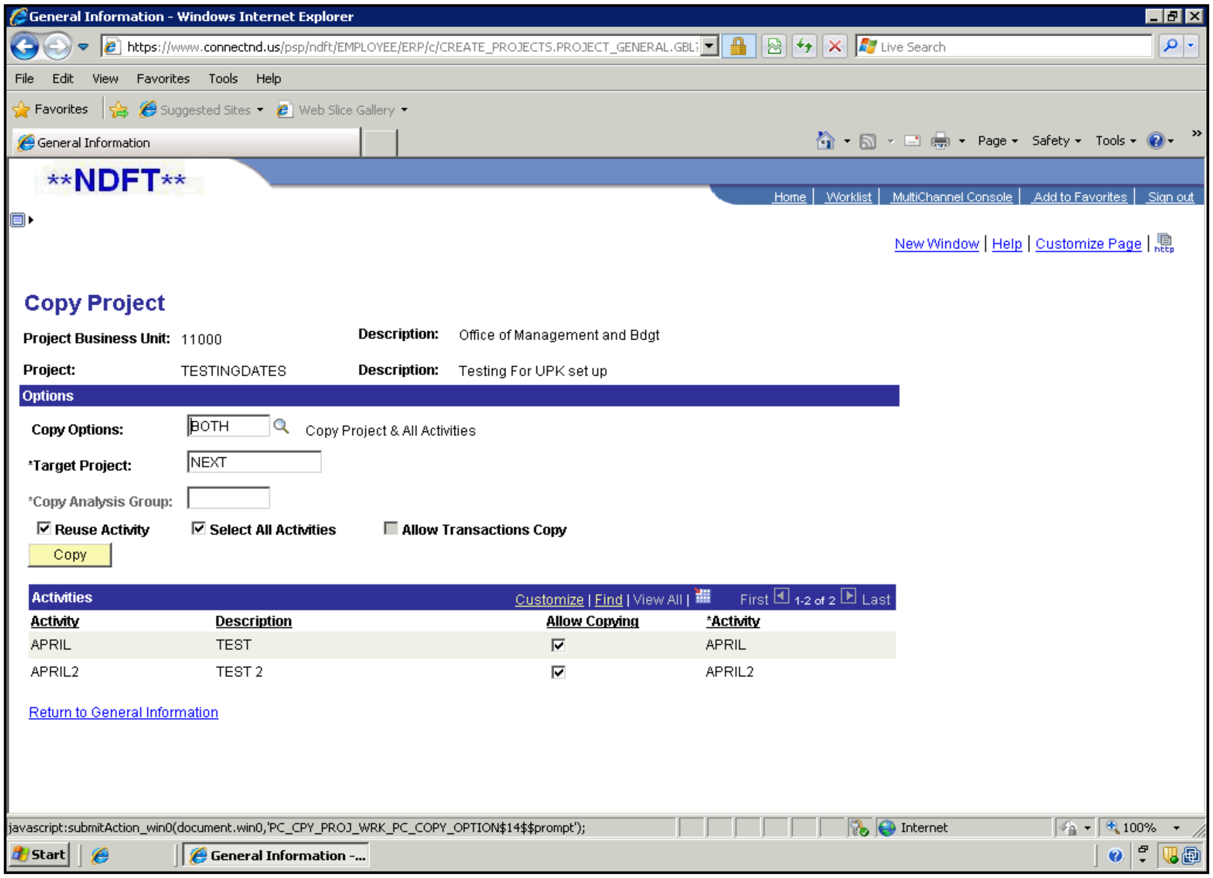
Step	Action
2.	Click the **Project Definitions** link. Project Definitions
3.	Click the **General Information** link. General Information



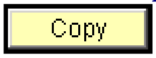
Step	Action
4.	Search for the project you want to copy. Enter the desired information into the **Project** field. Enter "**TestingDates**".
5.	Click the **Search** button. 

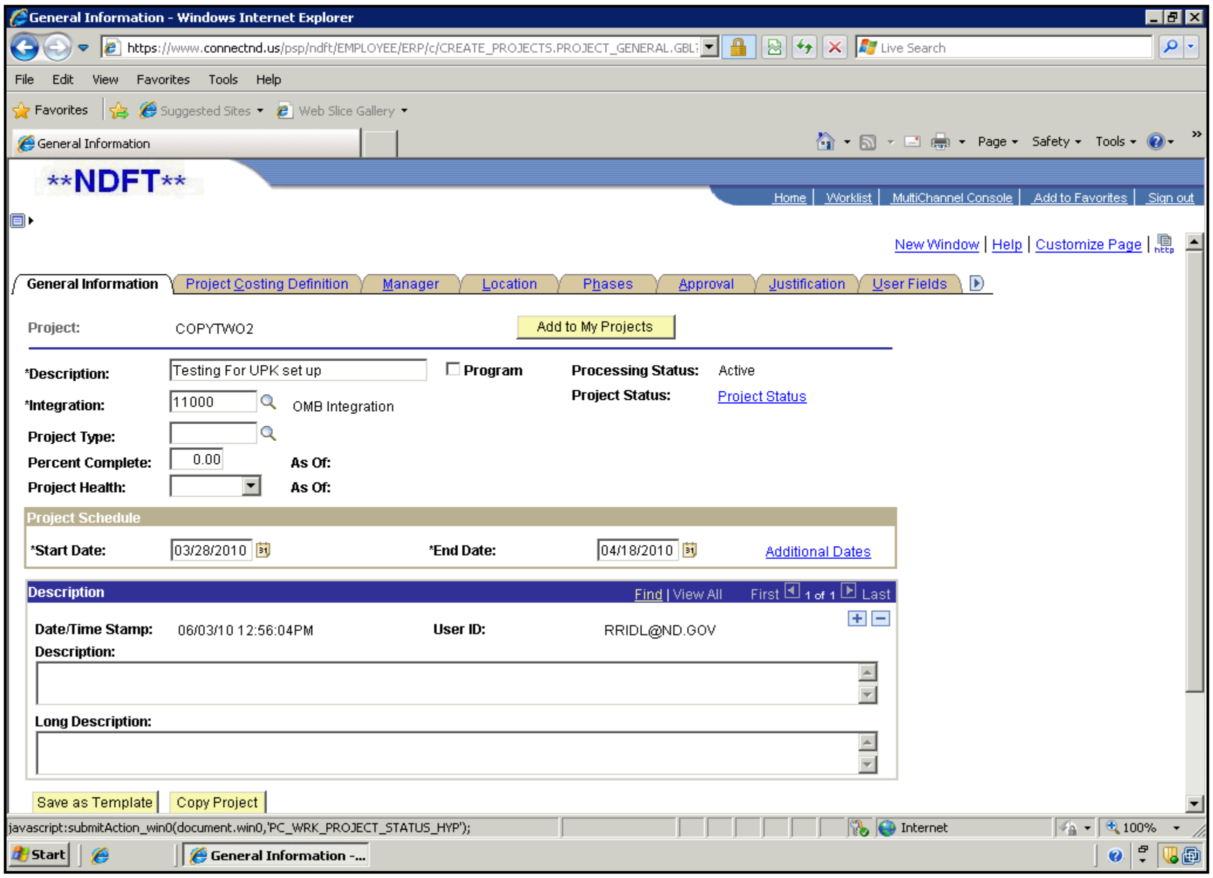


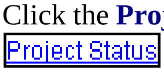
Step	Action
6.	Click the **Copy Project** button. Copy Project

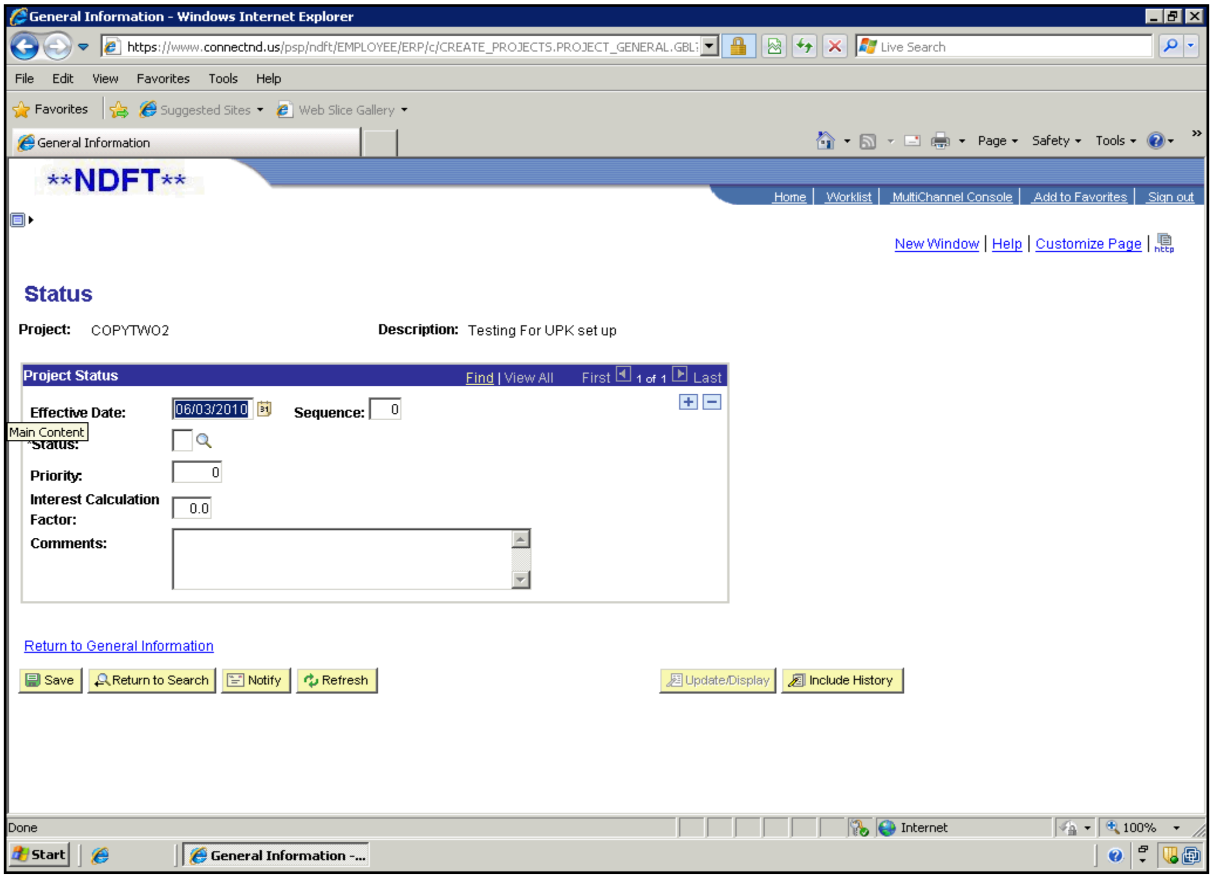


Step	Action
7.	Click the **Copy Options** button.
8.	Select the copy option you want to use. Click the **Copy Project & All Activities** link. Copy Project & All Activities
9.	Select to copy All Activities or uncheck that box and check the activities you want to copy. If you want new activity ID/s, uncheck the Reuse Activity box and fill in what you want. Click the **Allow Copying** option.
10.	Name the project you want to create. Enter the desired information into the **Target Project** field. Enter "**COPYTWO2**".

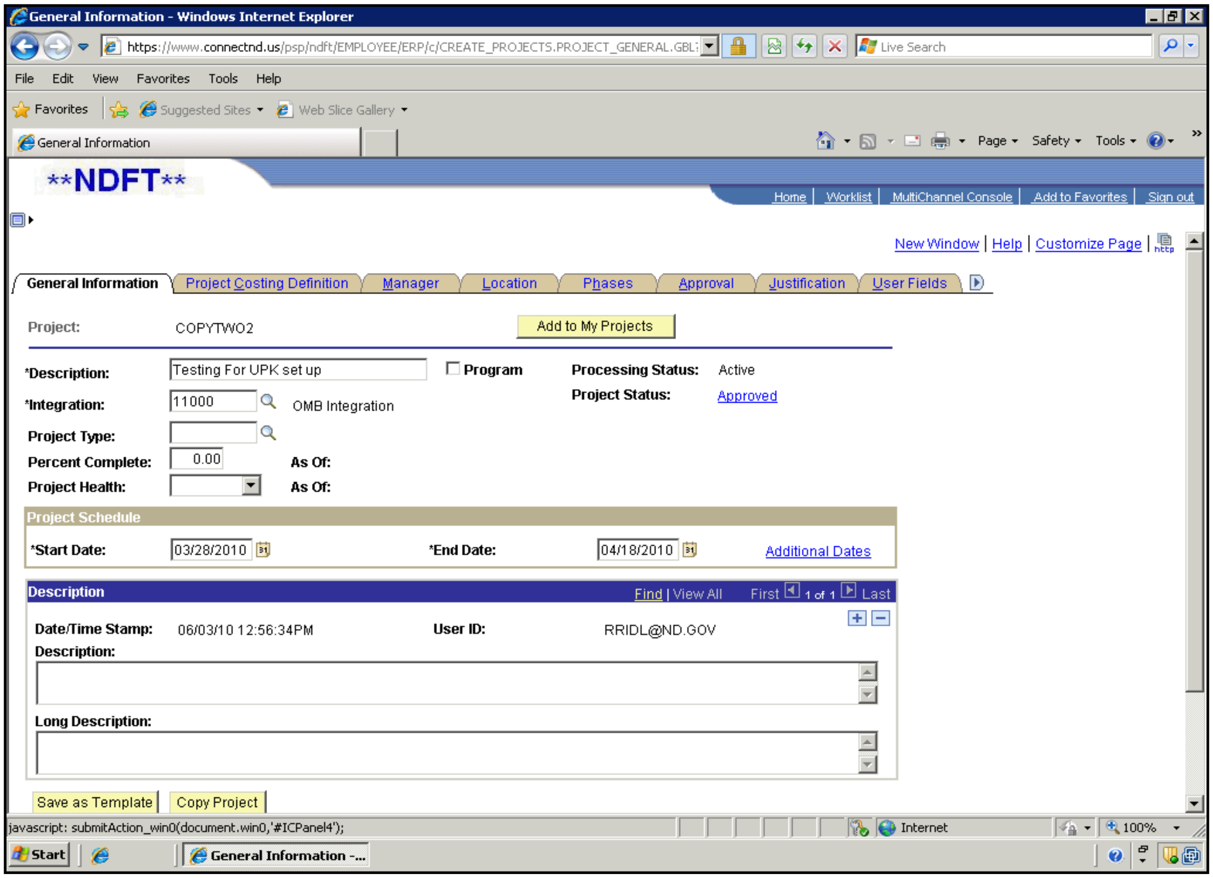
Step	Action
11.	Click the **Copy** button. 
12.	Click on the Project Status hyperlink to select a Project Status for this project. **Note:** The Processing Status gets copied over from the project that was copied. Change Start Date, if desired. If you want a later Start Date, you can change that here but then must also go into the activities and change those start dates. *The project start date cannot be after the activities start date.*



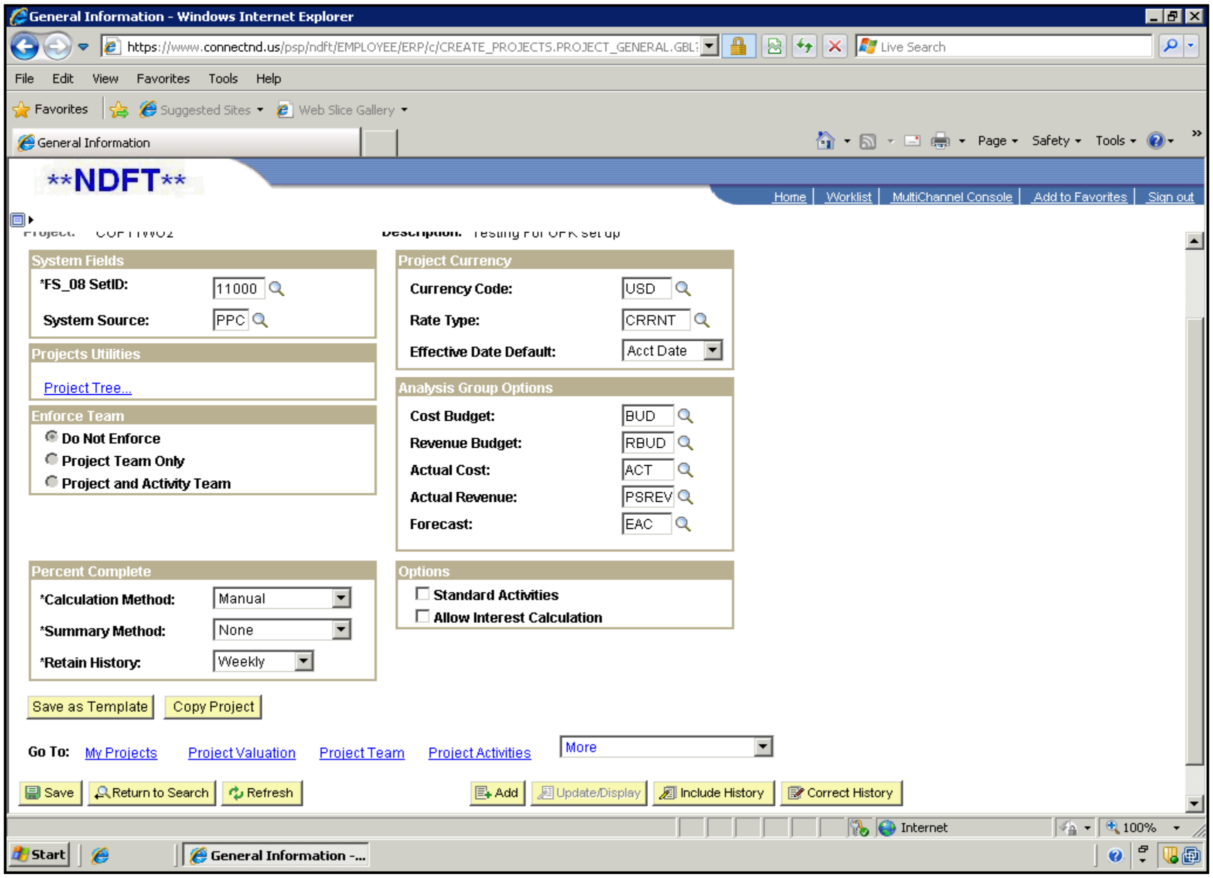
Step	Action
13.	Click the **Project Status** link. 



Step	Action
14.	The Effective Date can be different than the Start Date on the General Information page of the project; however, *the date cannot be before the Start Date*. Enter the desired information into the **Effective Date** field. Enter "**04/01/2010**".
15.	Click the **Look up Status (Alt+5)** button.
16.	Click the **Approved** link. Approved
17.	Click the **Save** button. Save
18.	Click the **Return to General Information** link. Return to General Information



Step	Action
19.	Click the **Project Costing Definition** tab. Project Costing Definition
20.	If you have copied a project that uses Standard Activities, the Standard Activities box will be checked. If you do not want to use Standard Activities, uncheck the box.



Step	Action
21.	Click the **Save** button. 
22.	This topic showed how to Copy a Project from Project Page. **End of Procedure.**

ST 10.1.5 - Create Project Types

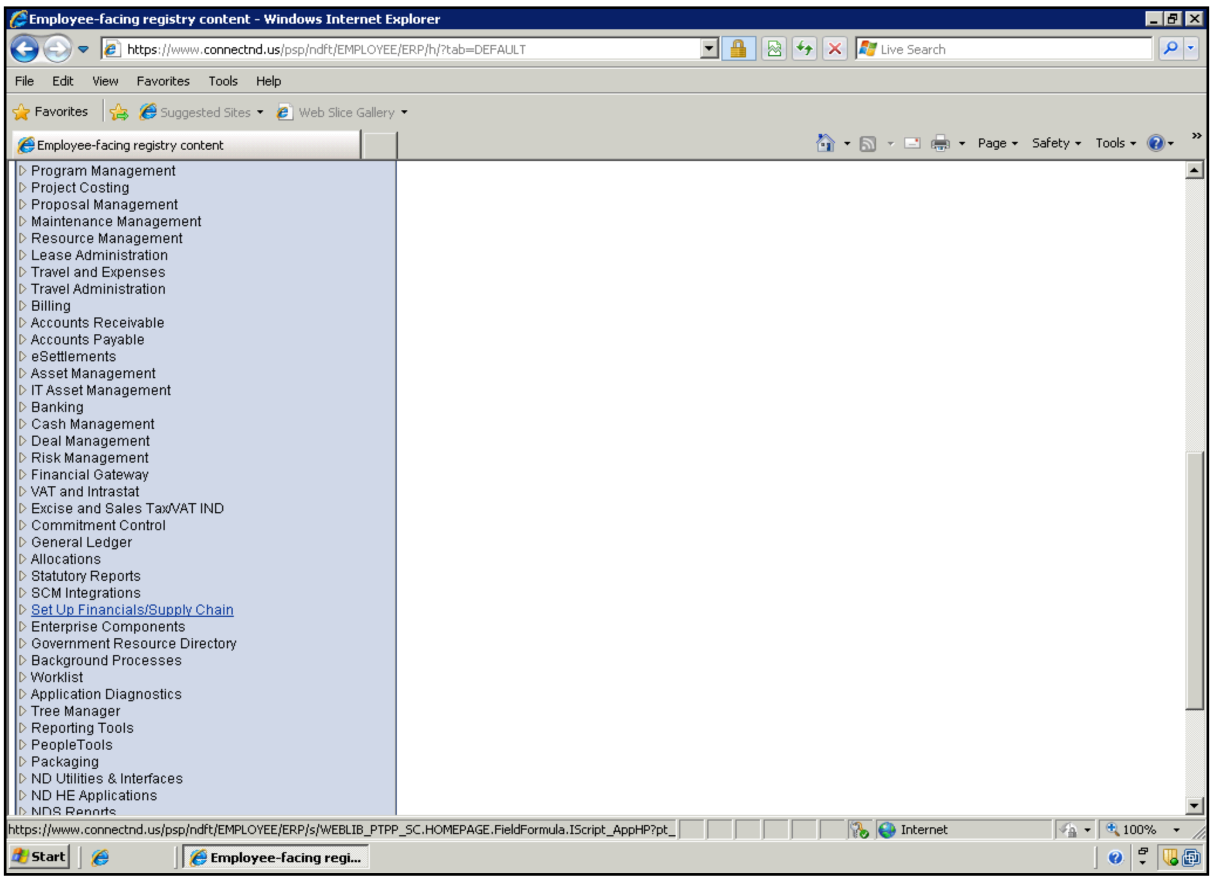
Create Project Types

Navigation: Set Up Financials/Supply Chain > Product Related > Project Costing > Project Options > Project Types

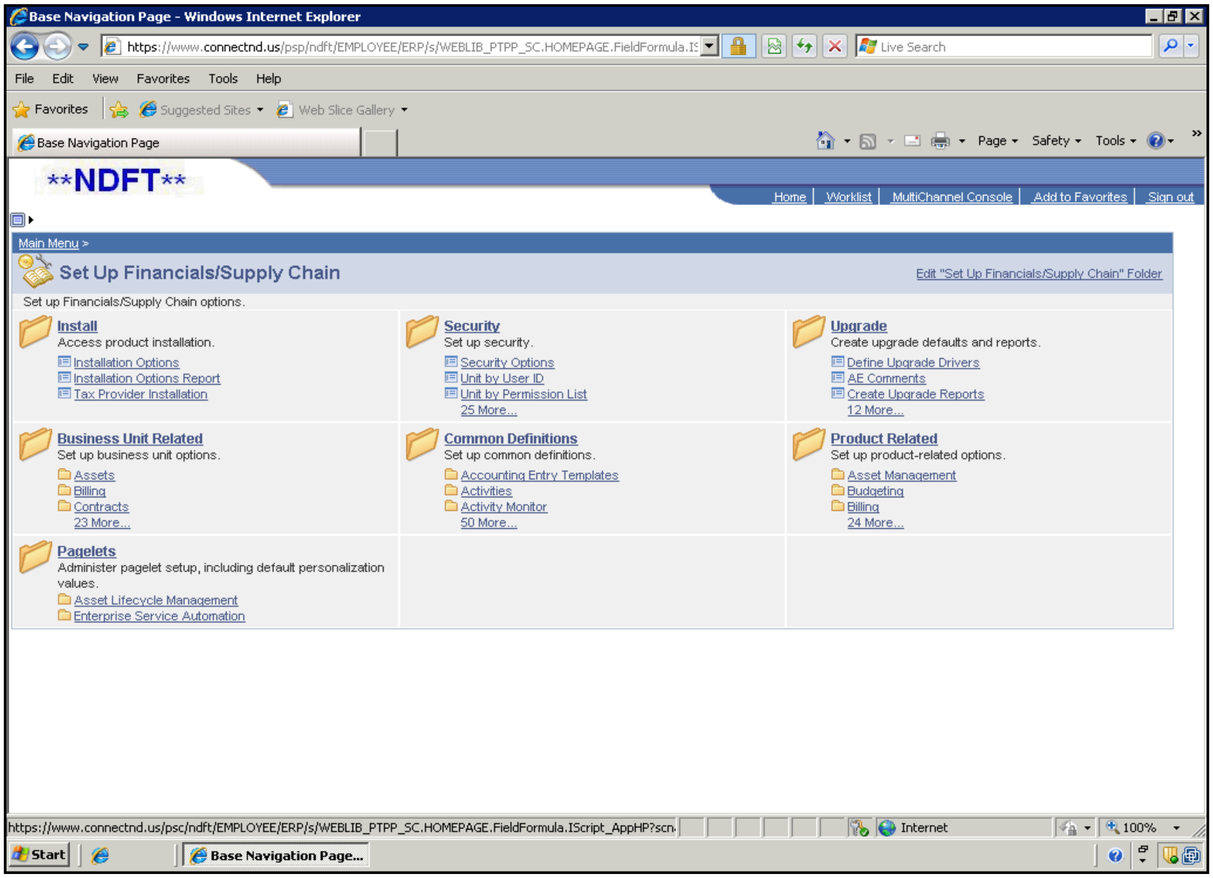
Project Types are used so certain projects can roll up together. Project Types can be used with any project and projects can also share types. You can assign a particular Project Type to the projects you want to roll together.

Procedure

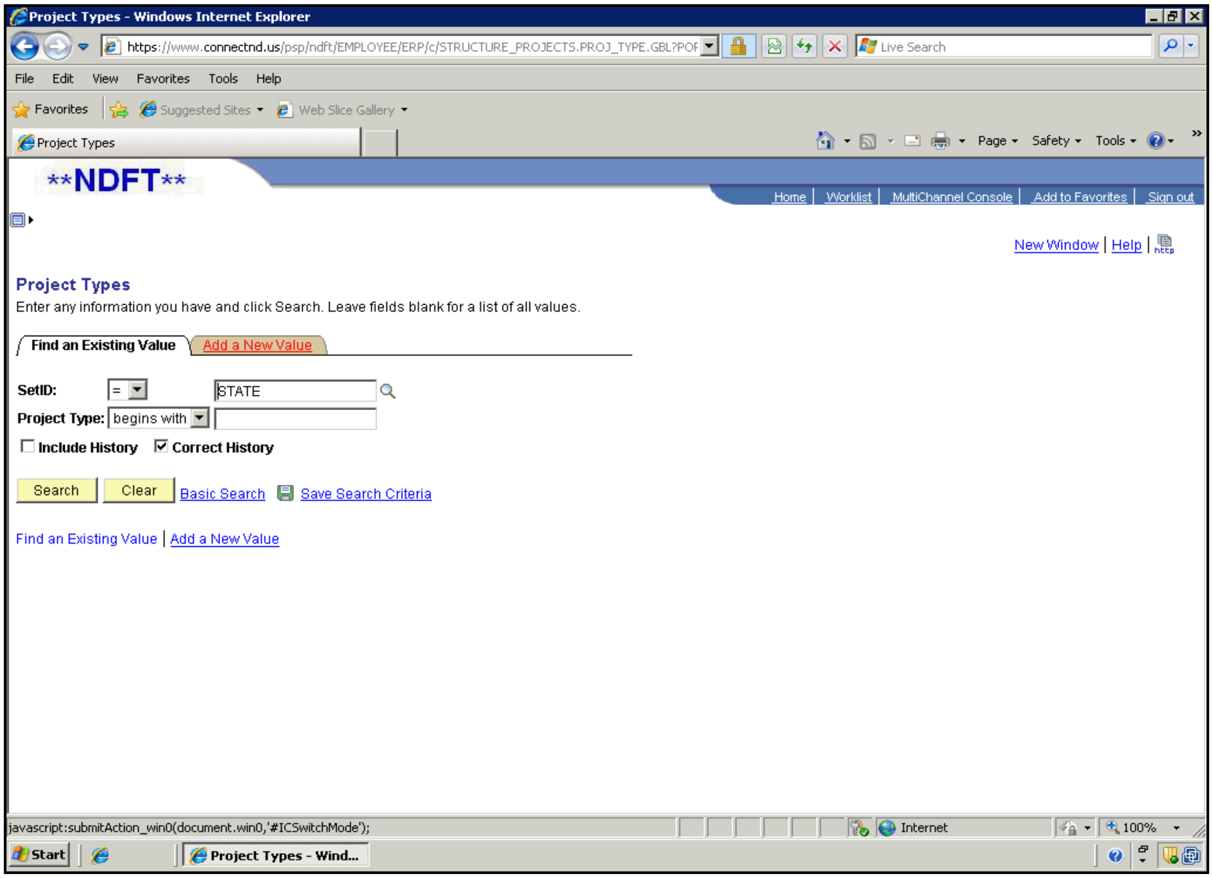
Using Project Types is a way to group like projects together and can be used with any project.



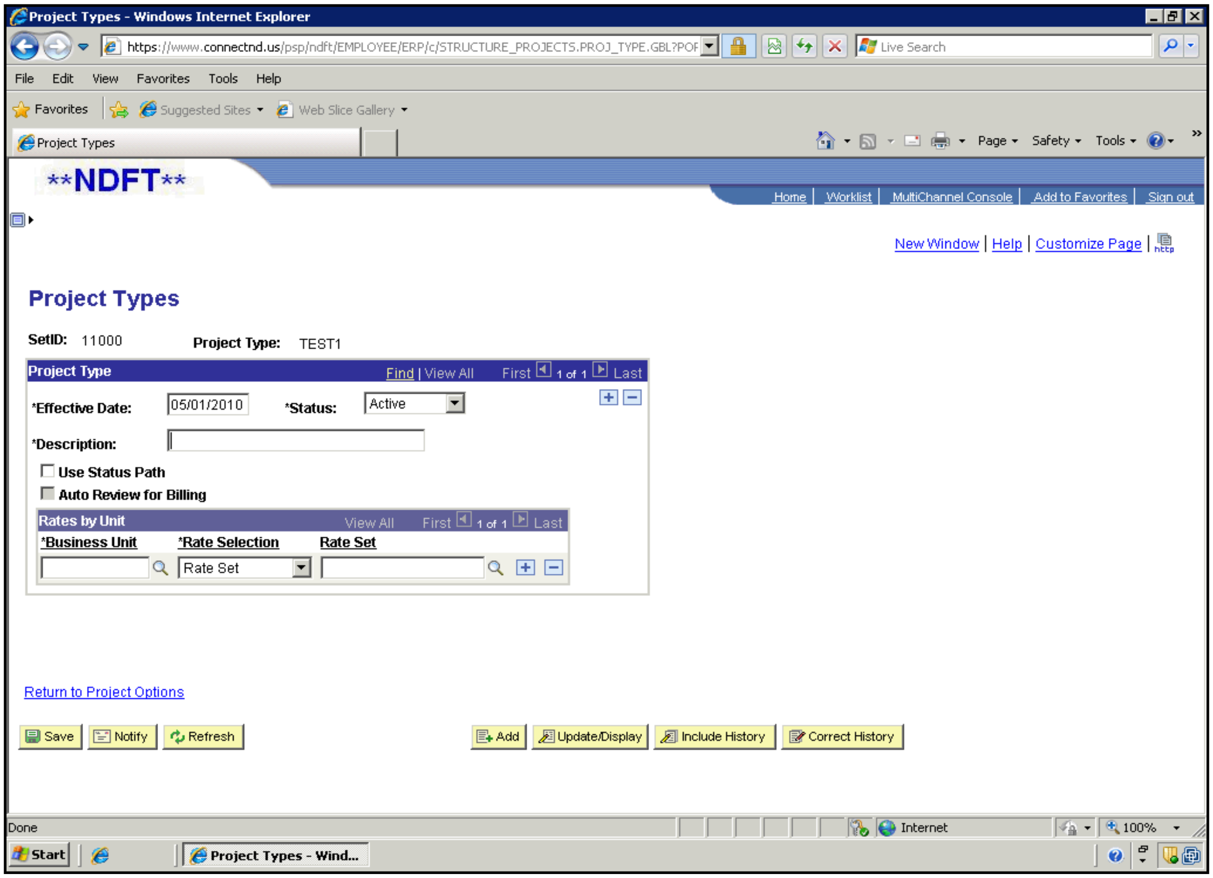
Step	Action
1.	Click the **Set Up Financials/Supply Chain** link. ▷ Set Up Financials/Supply Chain



Step	Action
2.	Click the **Product Related** link. Product Related
3.	Click the **Project Costing** link. Project Costing
4.	Click the **Project Options** link. Project Options
5.	Click the **Project Types** link. Project Types



Step	Action
6.	Click the **Add a New Value** tab. Add a New Value
7.	Fill in the name of your Project Type, up to 5 characters, alpha and/or numeric. Enter the desired information into the **Project Type** field. Enter "**Test1**".
8.	Click the **Add** button. Add
9.	Fill in the Effective Date as desired.
10.	Status defaults to Active. **Note:** If you want to inactivate it later, this is the screen you would go to. Use the Plus (+) button to change your status to Inactive and the date to Inactivate.



Step	Action
11.	Enter the desired information into the **Description** field. Enter "**UPK Testing**".
12.	Click the **Save** button. 
13.	This topic showed how to Create Project Types. **End of Procedure.**

ST 10.1.6 - Add Projects to My Projects

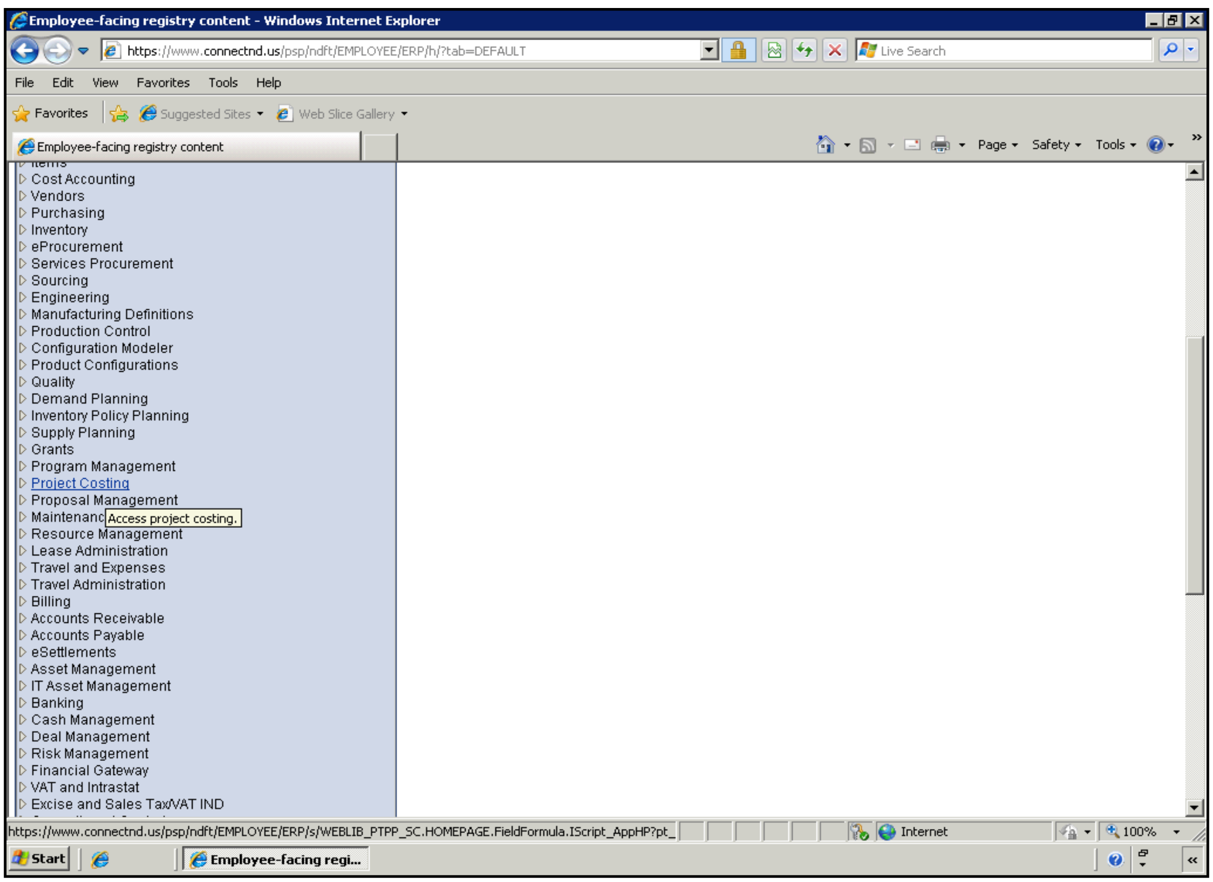
Add Projects to My Projects

Navigation: Project Costing > Project Definitions > General Information

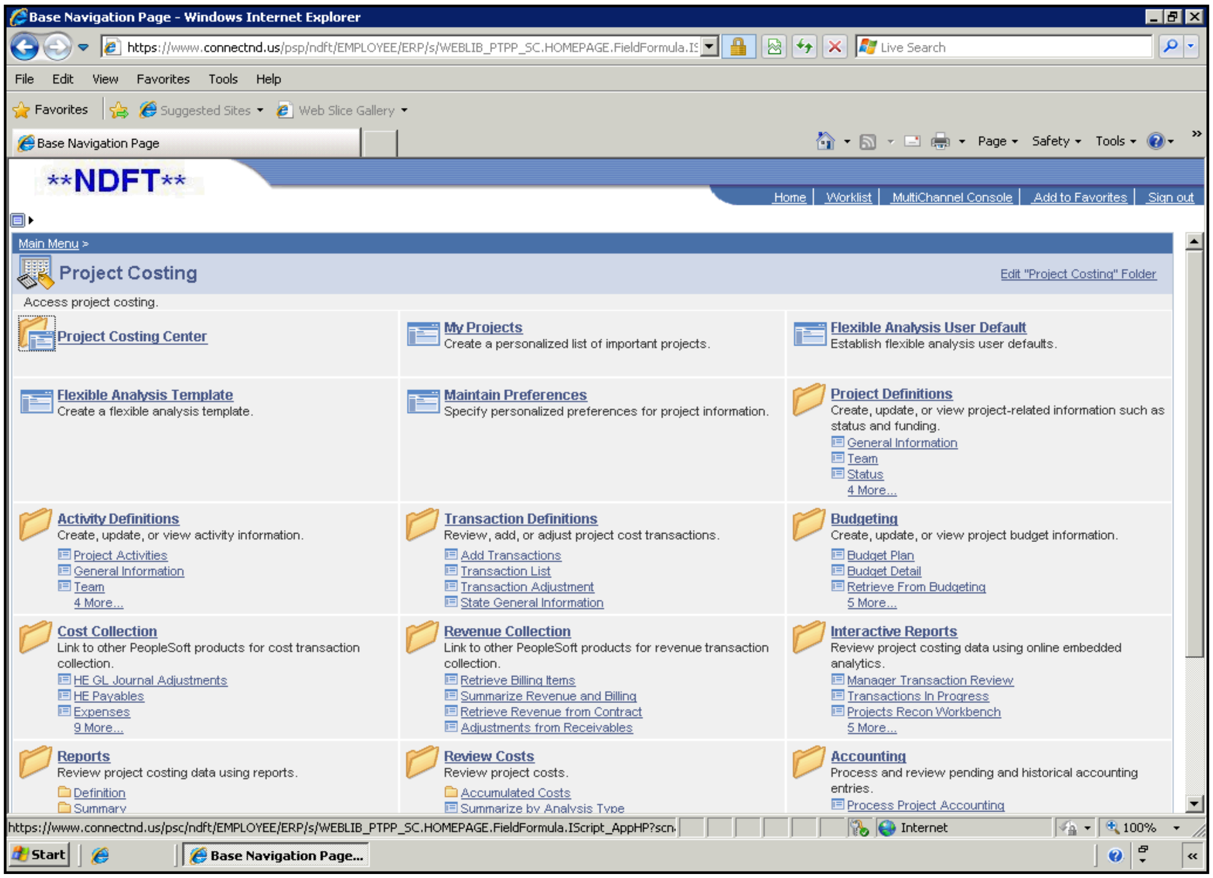
My Projects is a shortcut if you have certain projects in your agency that you maintain or need to look up frequently. You would only pull up the projects you have added to your project list, rather than all the projects for your agency. You need to add a project to My Projects to be able to pull it up under the My Projects page.

Procedure

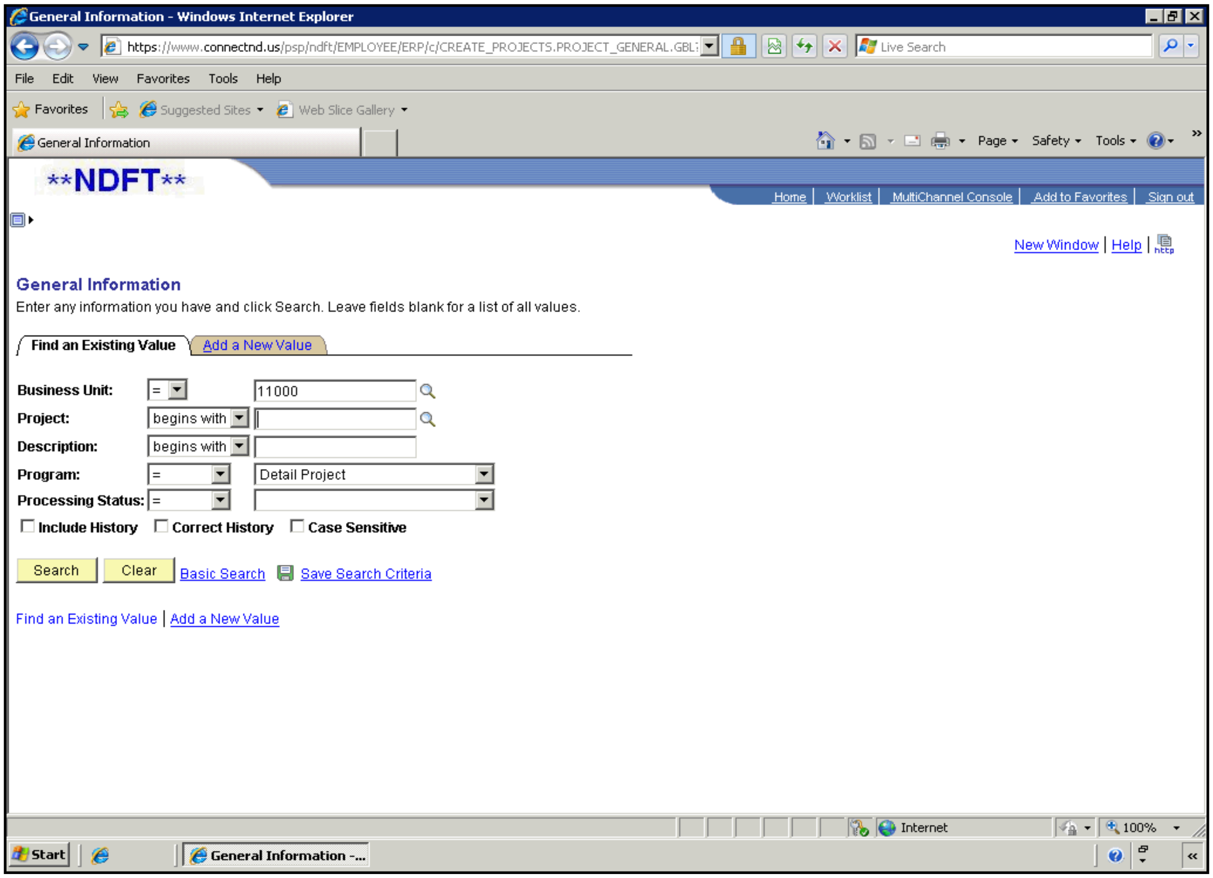
My Projects is a shortcut to look up projects. This topic will show how to Add Projects to My Projects.



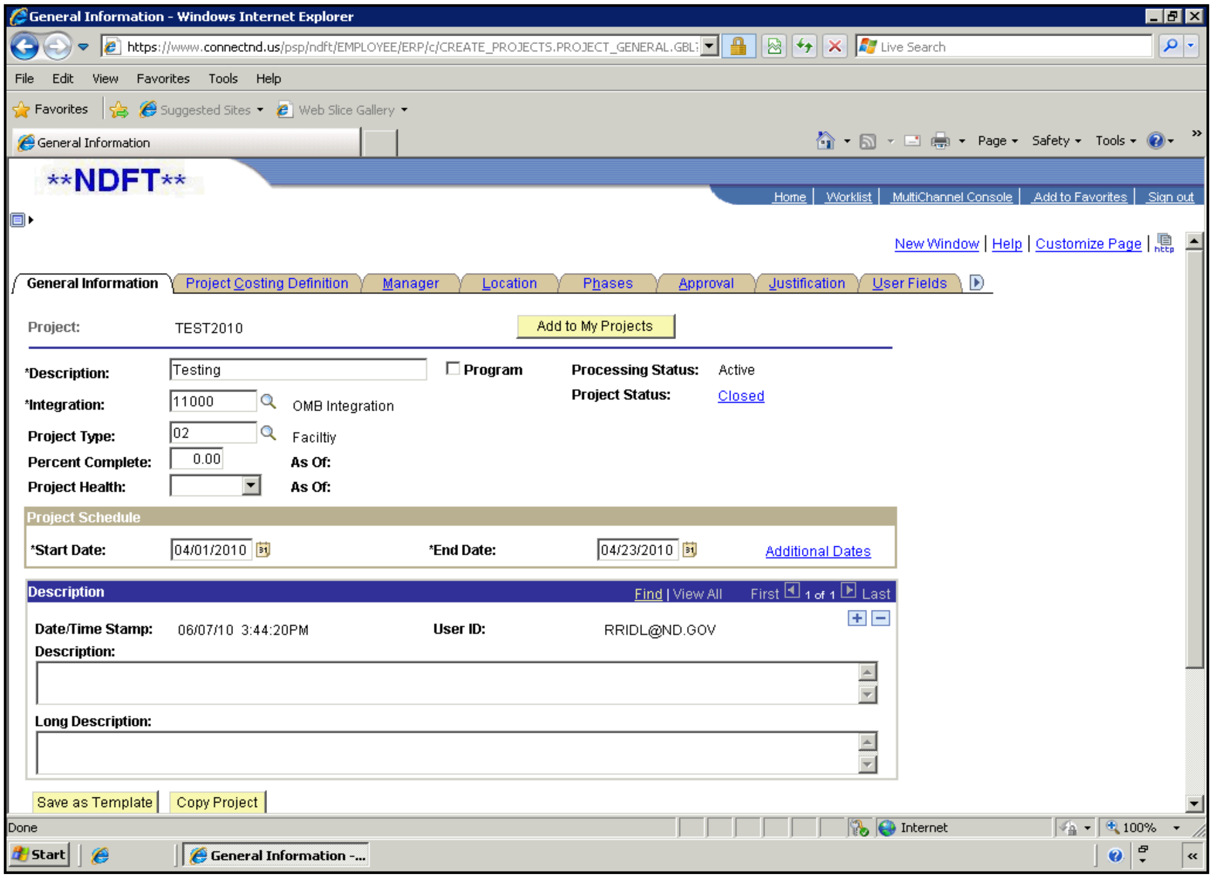
Step	Action
1.	Click the **Project Costing** link. ▷ Project Costing



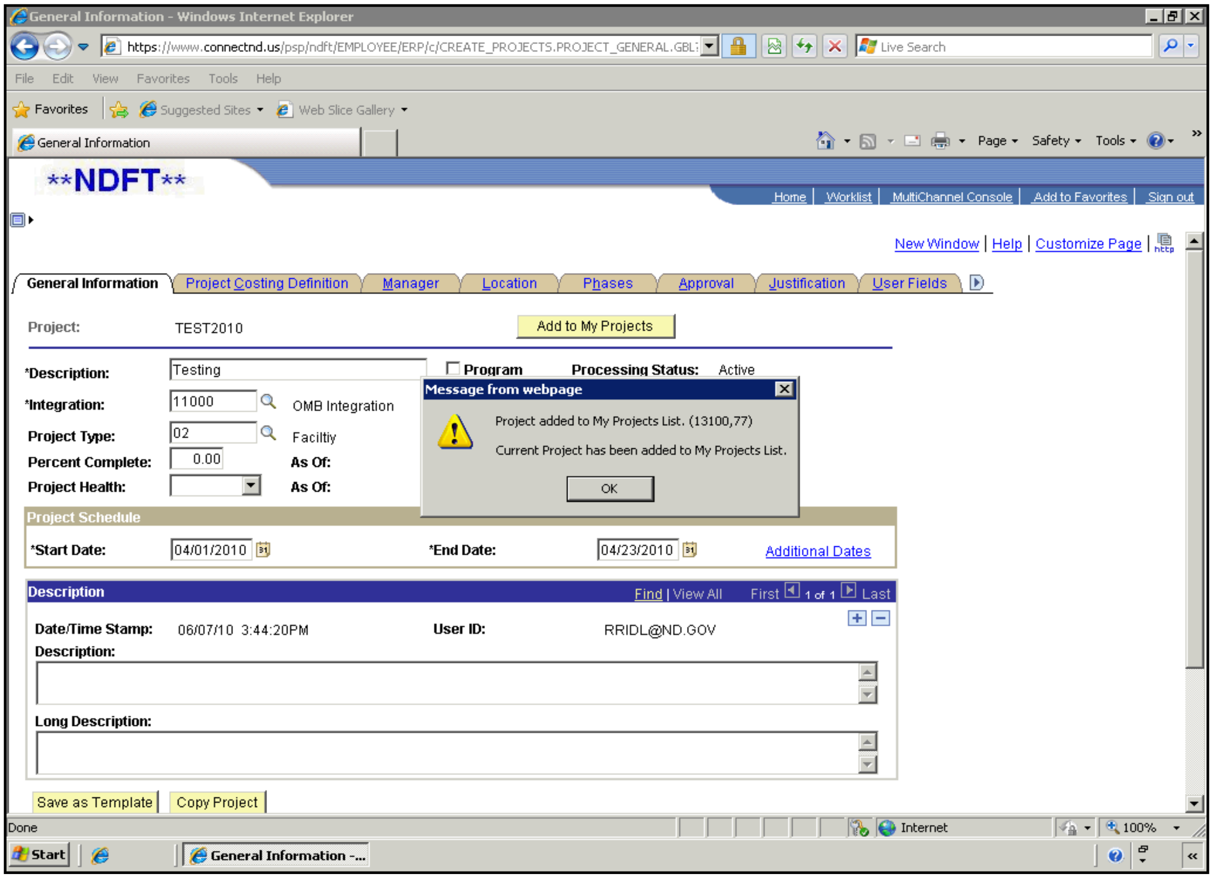
Step	Action
2.	Click the **Project Definitions** link. Project Definitions
3.	Click the **General Information** link. General Information



Step	Action
4.	Enter the desired information into the **Project** field. Enter "**Test2010**".
5.	Click the **Search** button. Search



Step	Action
6.	Click the **Add to My Projects** button. Add to My Projects



Step	Action
7.	Click the **OK** button. 
8.	This topic showed how to Add Projects to My Projects. **End of Procedure.**

ST 10.1.7 - View My Projects

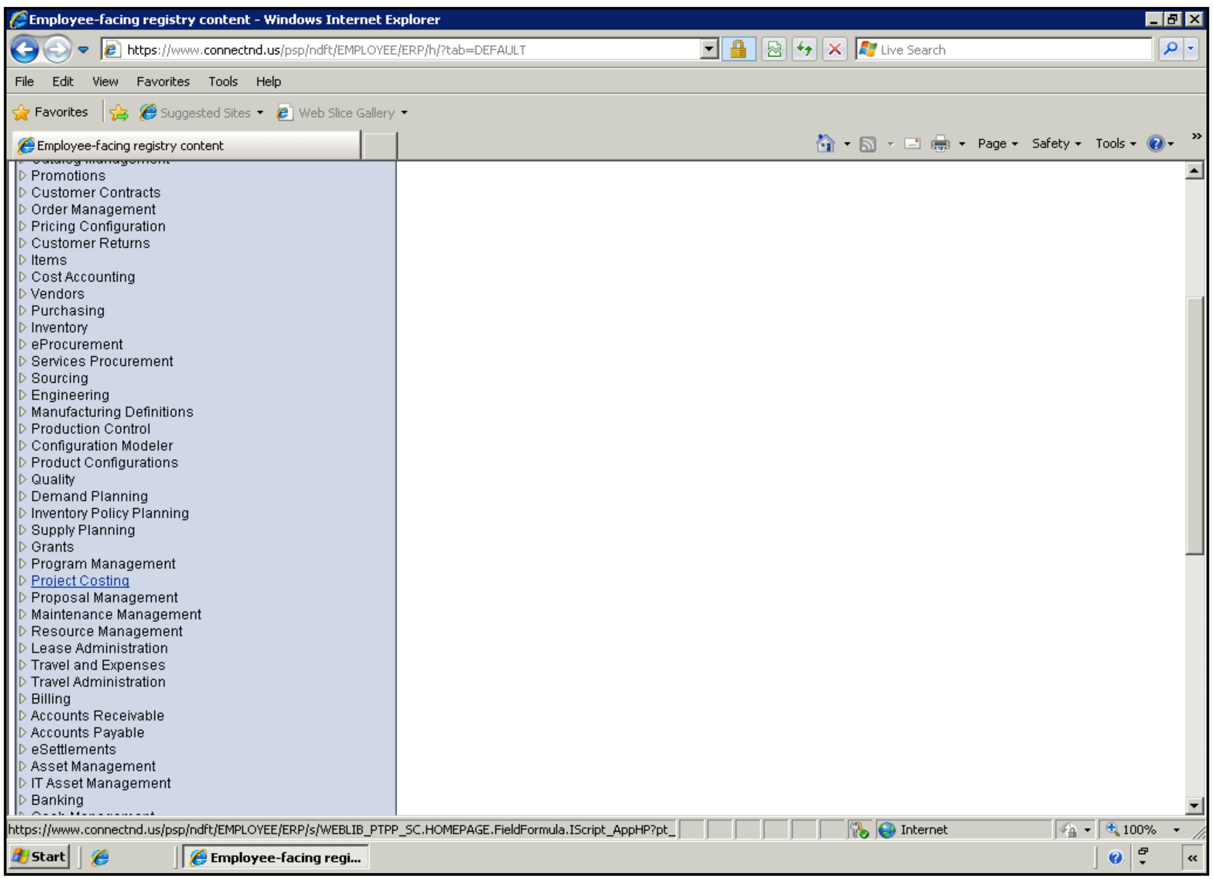
View My Projects

Navigation: Project Costing > My Projects

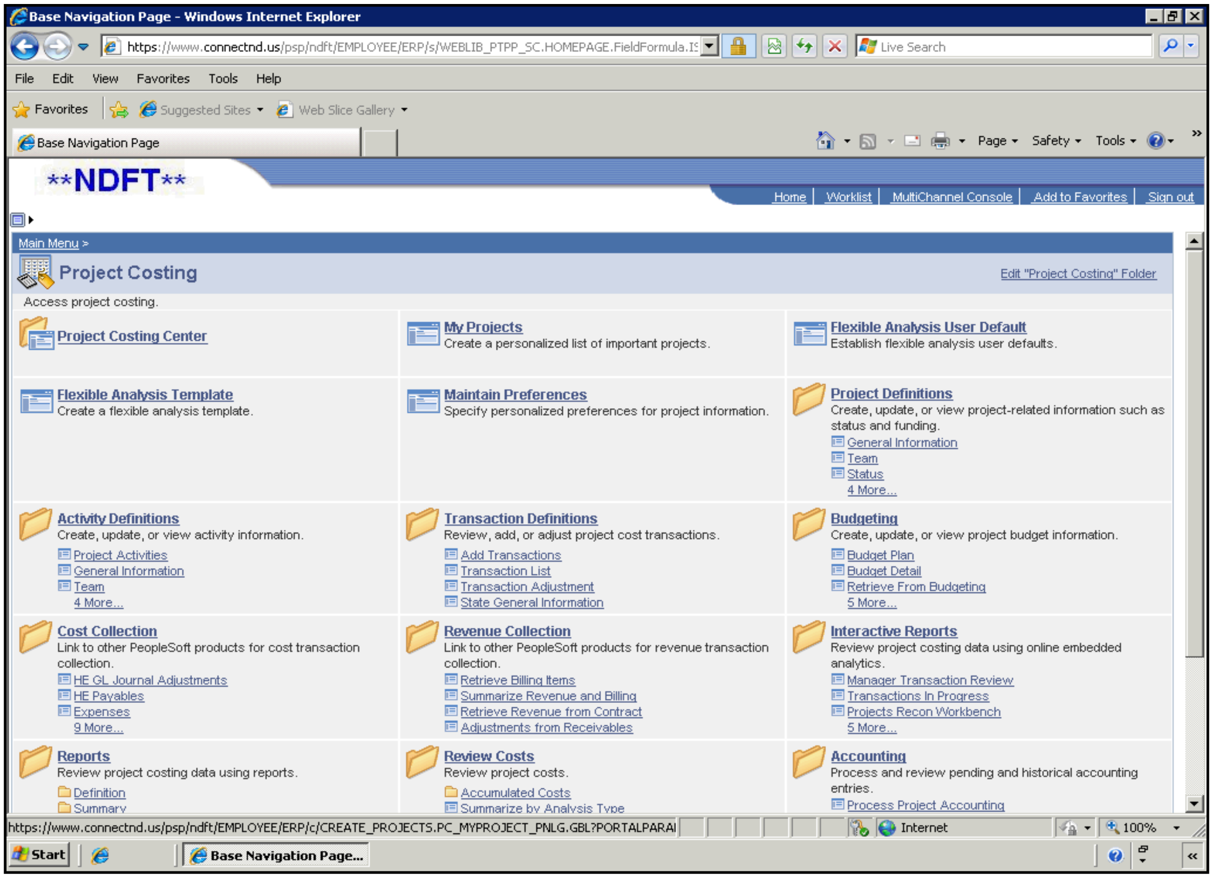
View My Projects allows you to pull up only the projects you have chosen to be in your My Projects page.

Procedure

This topic shows how to View My Projects.



Step	Action
1.	Click the **Project Costing** link. Project Costing



Step	Action
2.	Click the **My Projects** link. My Projects
3.	The projects that were added to My Projects will display and you can select the hyperlink for the project you wish to view.
4.	This topic showed how to View My Projects. **End of Procedure.**

ST Lesson 10.2 - Project Templates

Project Templates

If many of your agency's projects are similar, you may want to create a project template or templates to use when you need to add new projects.

ST 10.2.1 - Create Template from General Information

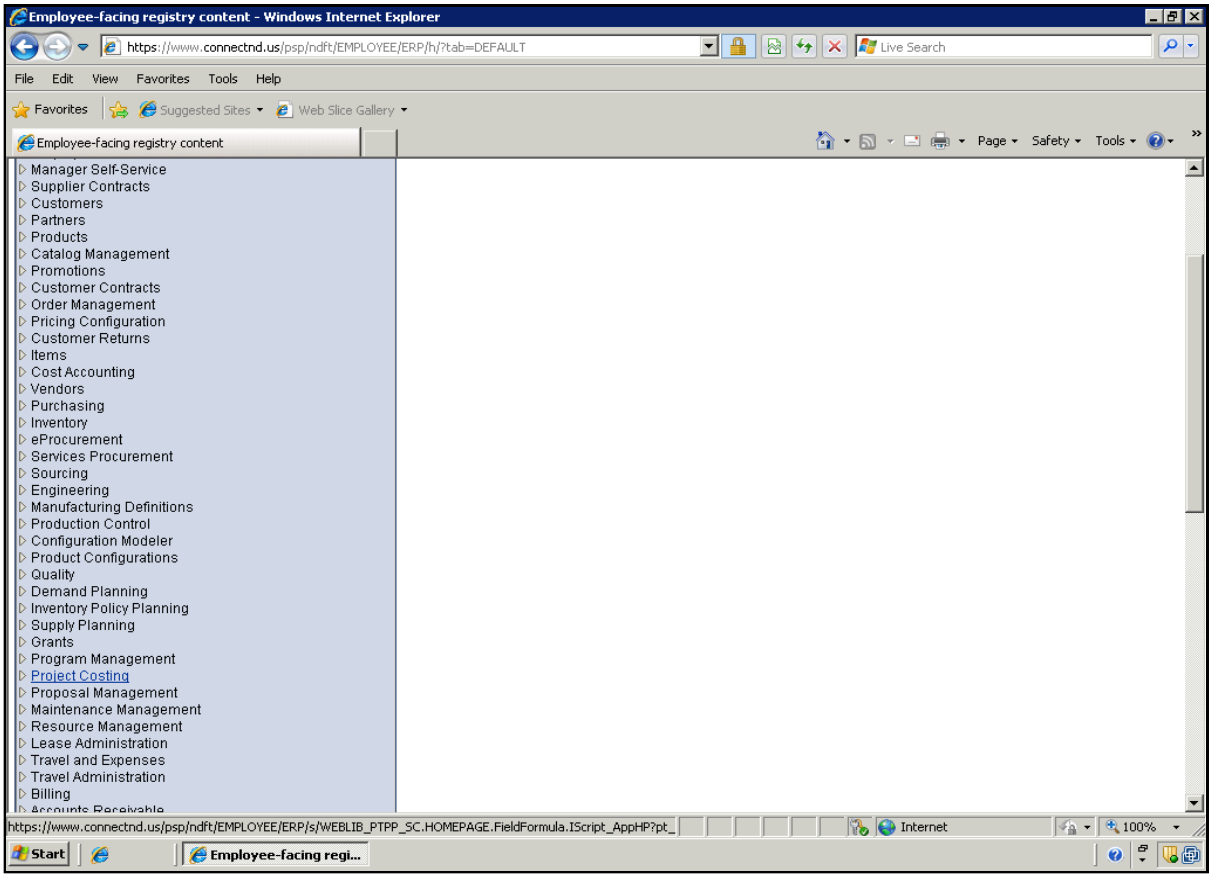
Create Template from General Information

Navigation: Project Costing > Project Definitions > General Information

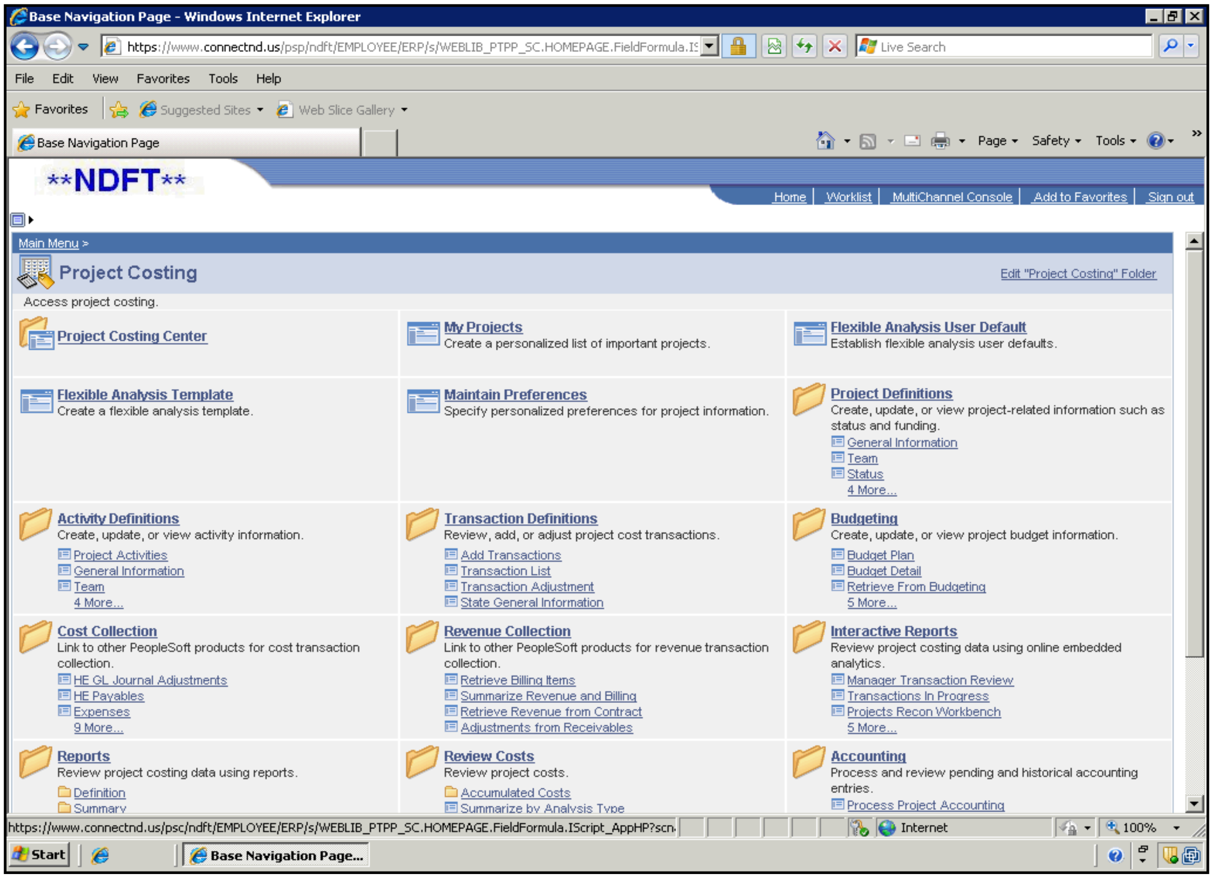
You can create a project template from the same page you would create a new project; however just select a project template to create.

Procedure

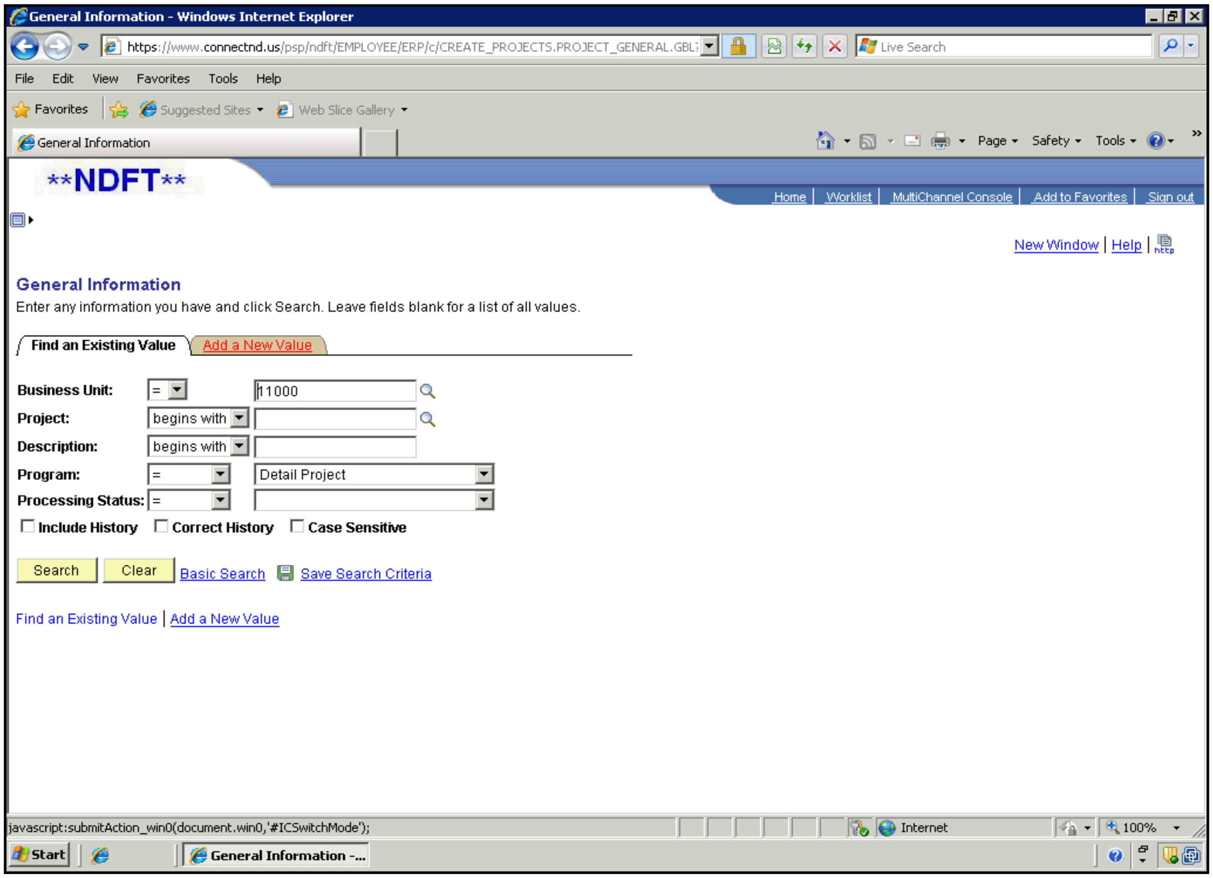
This topic shows how to Create a Template from General Information.



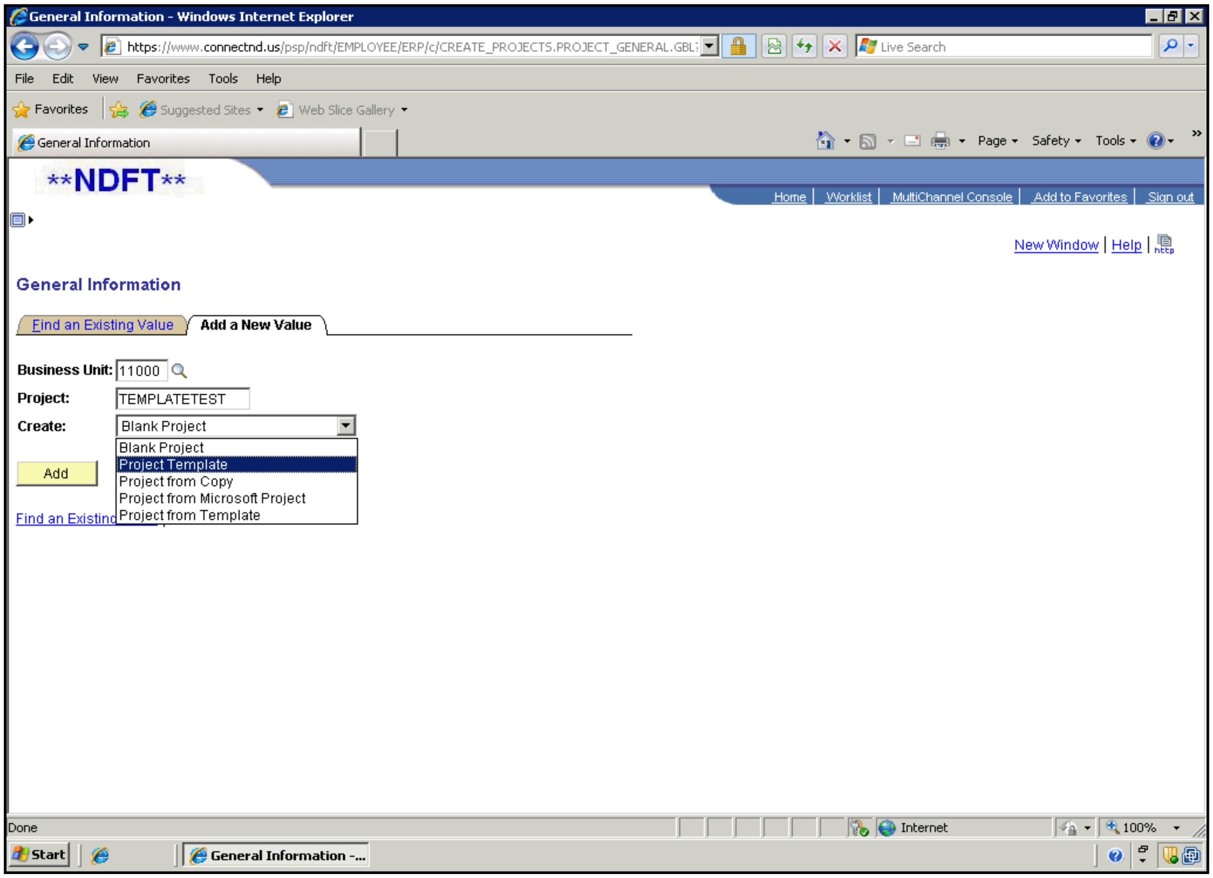
Step	Action
1.	Click the **Project Costing** link. ▷ Project Costing



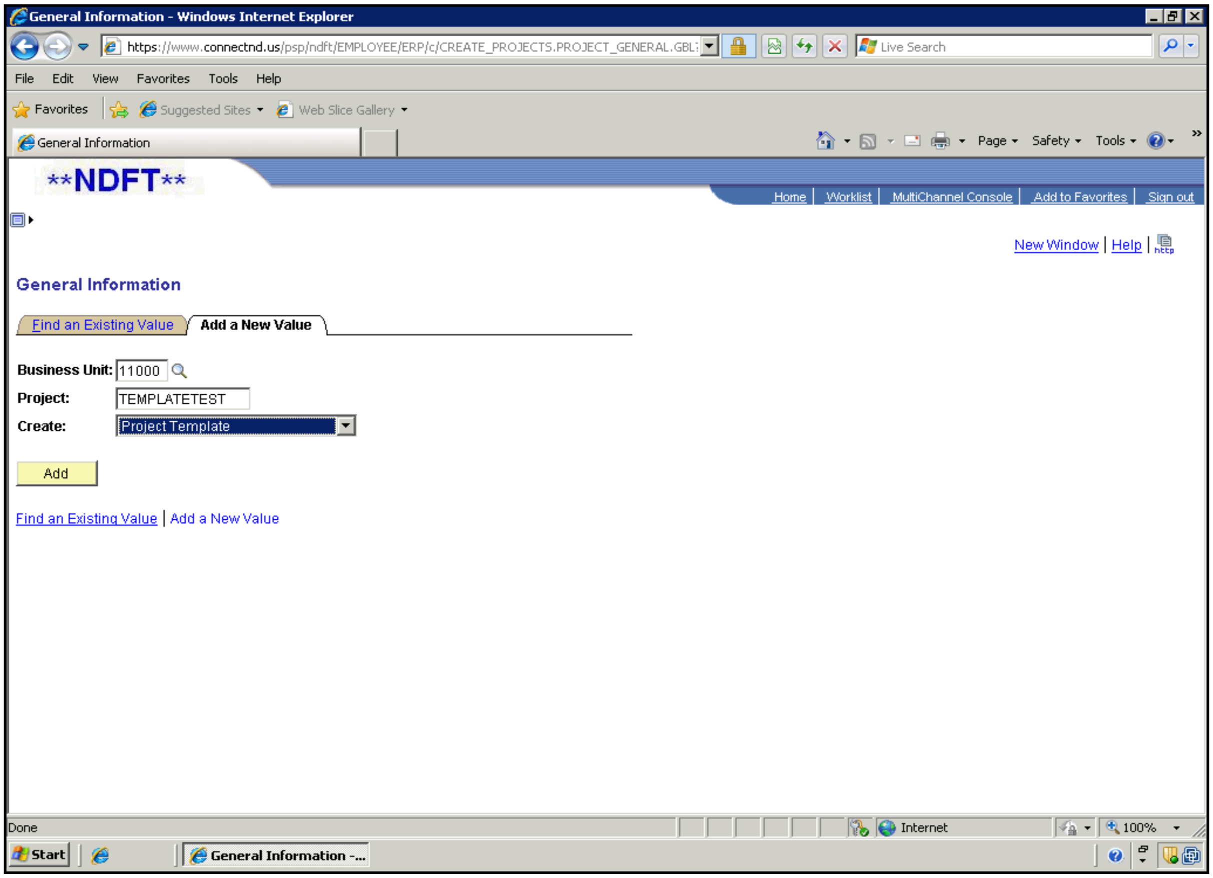
Step	Action
2.	Click the **Project Definitions** link. Project Definitions
3.	Click the **General Information** link. General Information



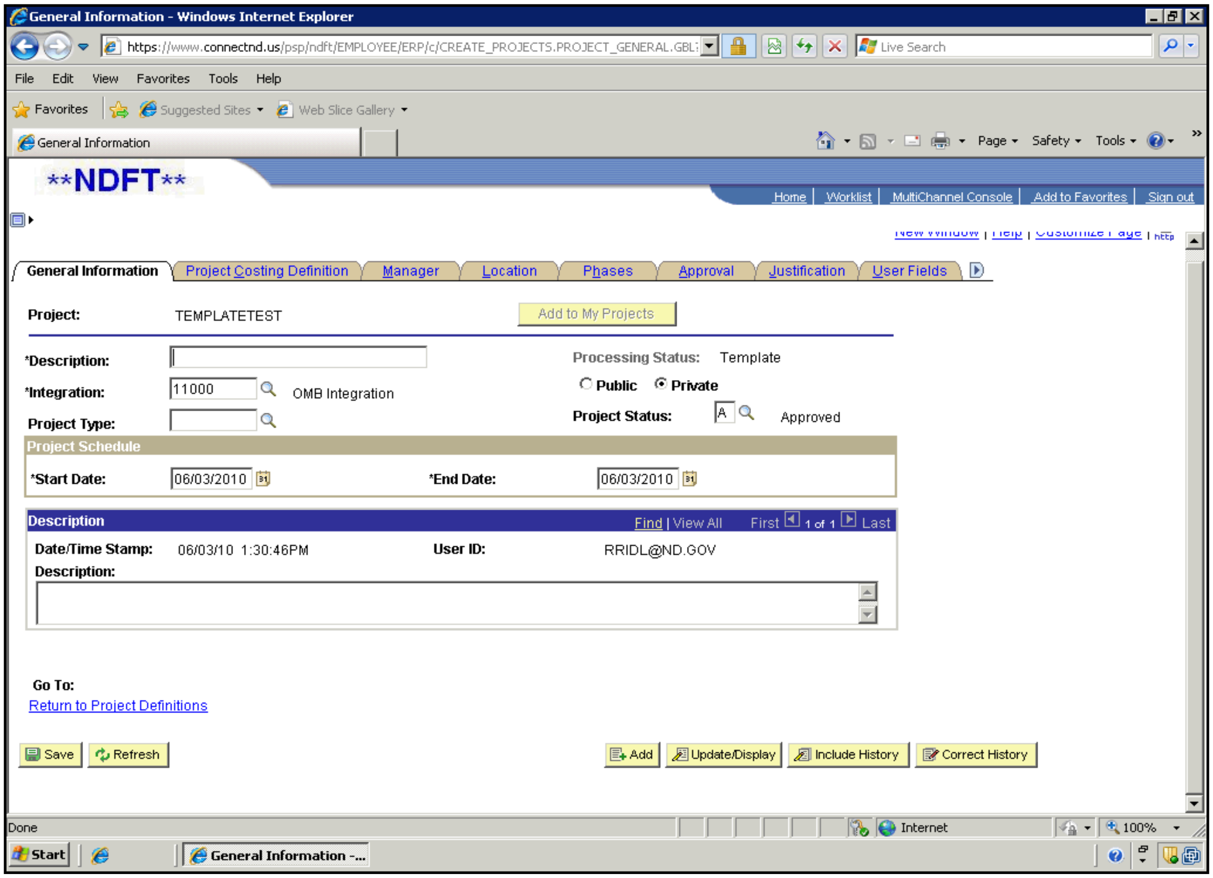
Step	Action
4.	Click the **Add a New Value** tab. Add a New Value
5.	Enter the desired information into the **Project** field. Enter "**TemplateTest**".



Step	Action
6.	Click the **Project Template** list item. 

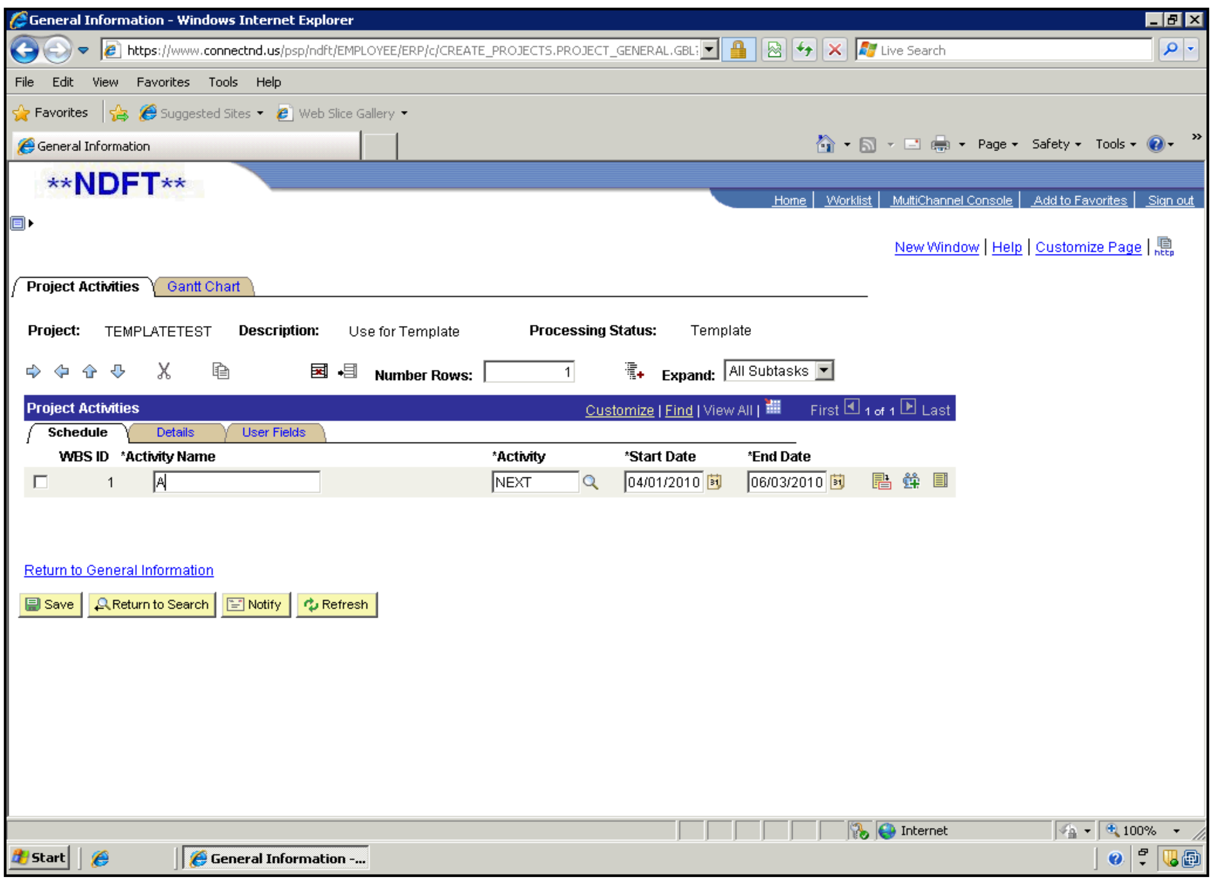


Step	Action
7.	Click the **Add** button. Add



Step	Action
8.	Enter the desired information into the **Description** field. Enter "**Use for Template**".
9.	If you want the approval date of the Template to be different than the default date of the day entered, you must change the Start Date under Project Schedule. Enter the desired information into the **Start Date** field. Enter "**04/01/2010**".
10.	The Public option will allow anyone in your agency that has access to Projects to use this template. The Private option will allow only the person setting up the template to use it. Click the **Public** option. 
11.	Click the **Project Status** button. 
12.	Click the **Approved** link. 

Step	Action
13.	The Processing Status remains Template. A Template project cannot be used with transactions. Click the **Save** button. 
14.	After approved in Project Status, the look up will disappear.
15.	Click on Project Activities to add the activities you want in the template. Click the **Project Activities** link. 



Step	Action
16.	Enter the desired information into the **Activity Name** field. Enter "**Admin**".
17.	Enter the desired information into the Activity, Start Date and End Date fields.

Step	Action
18.	You can add more activities to the template by adding rows. Click the **ScheduleDetailsUser Fields** option. 
19.	Enter the desired information into the **Number Rows** field. Enter "**2**".
20.	Click the **Add** button. 
21.	Enter the desired information into the **Activity Name** field. Enter "**Grants to Schools**".
22.	Enter the desired information into the **Activity** field. Enter "**02**".
23.	Enter the desired information into the **Start Date** field. Enter "**04/26/2010**".
24.	Enter the desired information into the **End Date** field. Enter "**04/26/2010**".
25.	Enter the desired information into the **Activity Name** field. Enter "**Grants to Counties**".
26.	Enter the desired information into the **Activity** field. Enter "**03**".
27.	Enter the desired information into the **Start Date** field. Enter "**04/26/2010**".
28.	Enter the desired information into the **End Date** field. Enter "**04/26/2010**".
29.	Click the **Save** button. 
30.	This topic showed how to Create a Template from General Information. **End of Procedure.**

ST 10.2.2 - Create Template from Existing Project

Create Template from Existing Project

Project Costing > Project Definitions > General Information

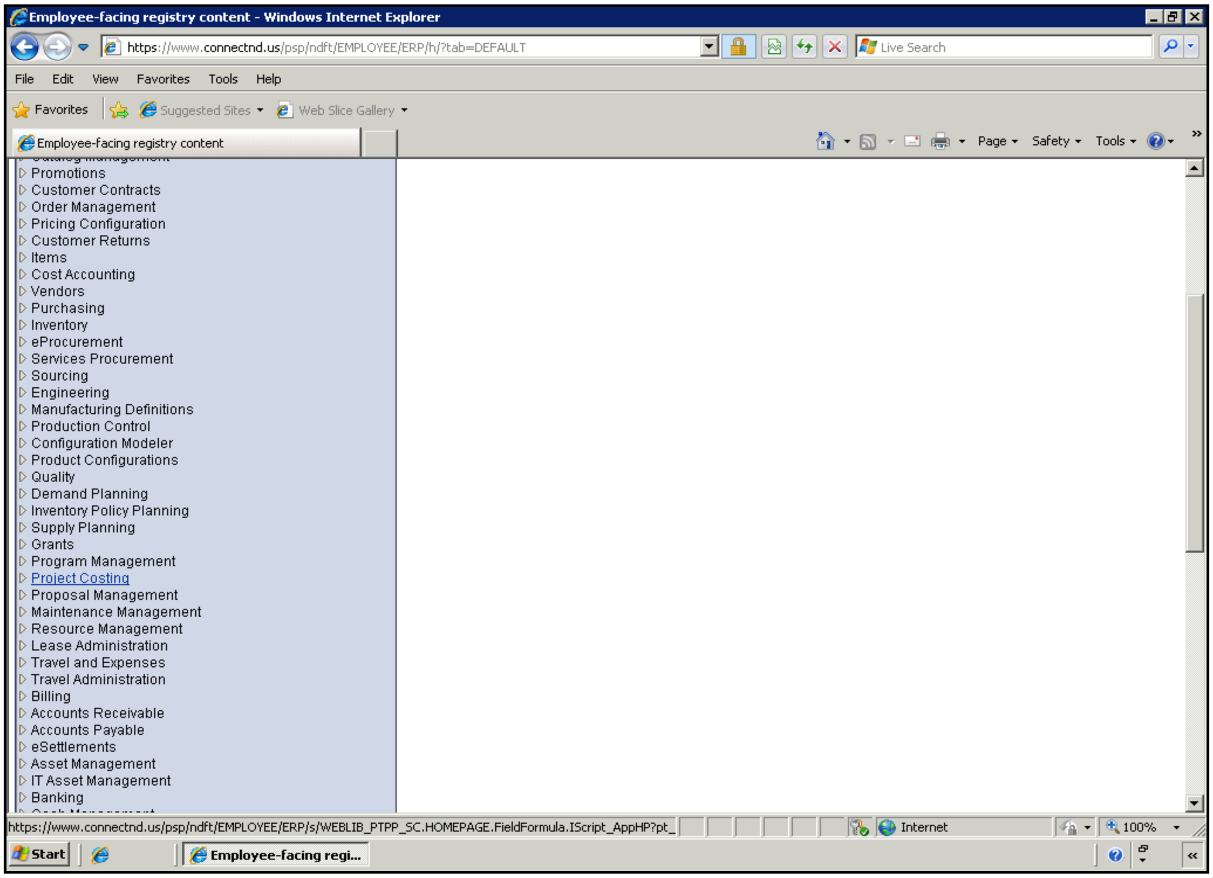
If you have an existing project that you would like to pattern a template after, you can find that project and create a template from the General Information page of that existing project.

To print this topic, click on the hyperlink below:
http://www.nd.gov/fiscal/accounting/manuals (http://www.nd.gov/fiscal/accounting/manuals)

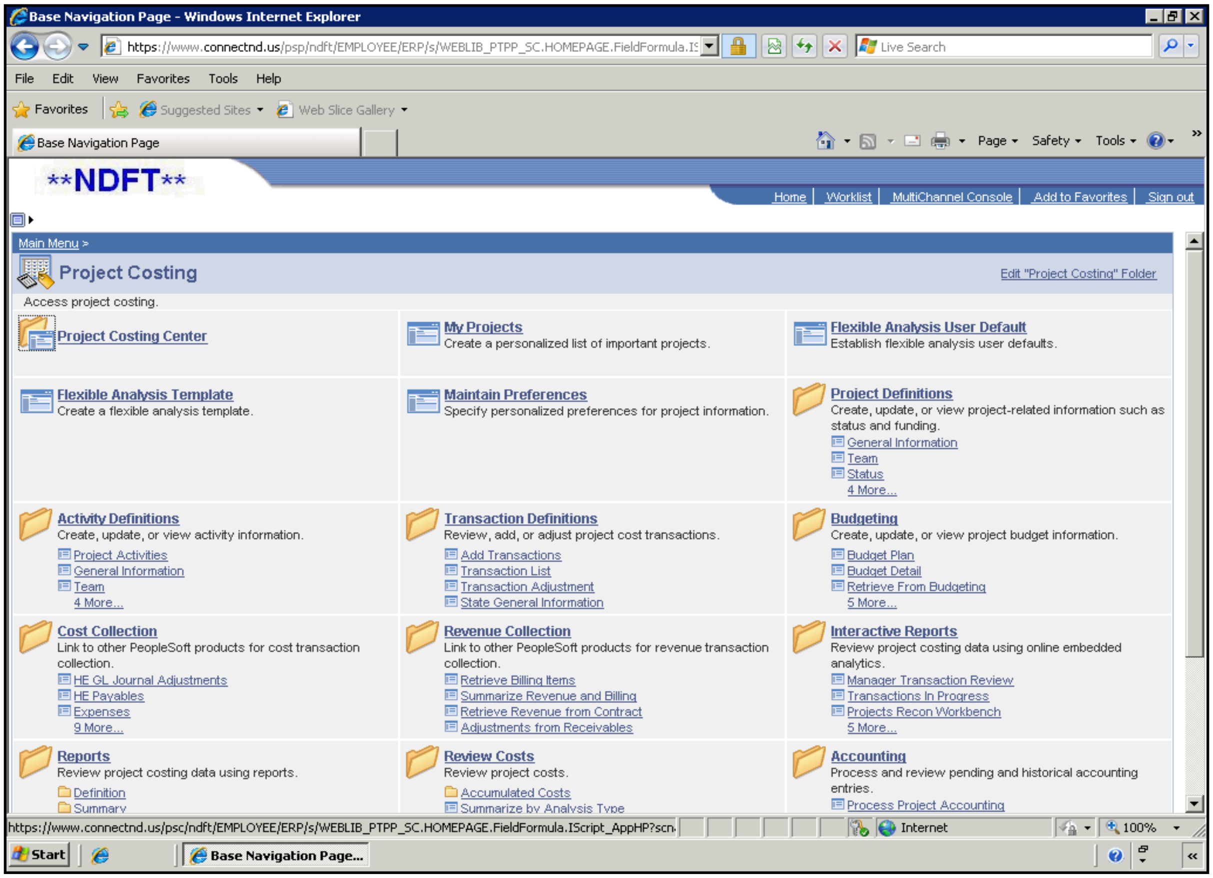
Created: 06/01/2010
Revised:

Procedure

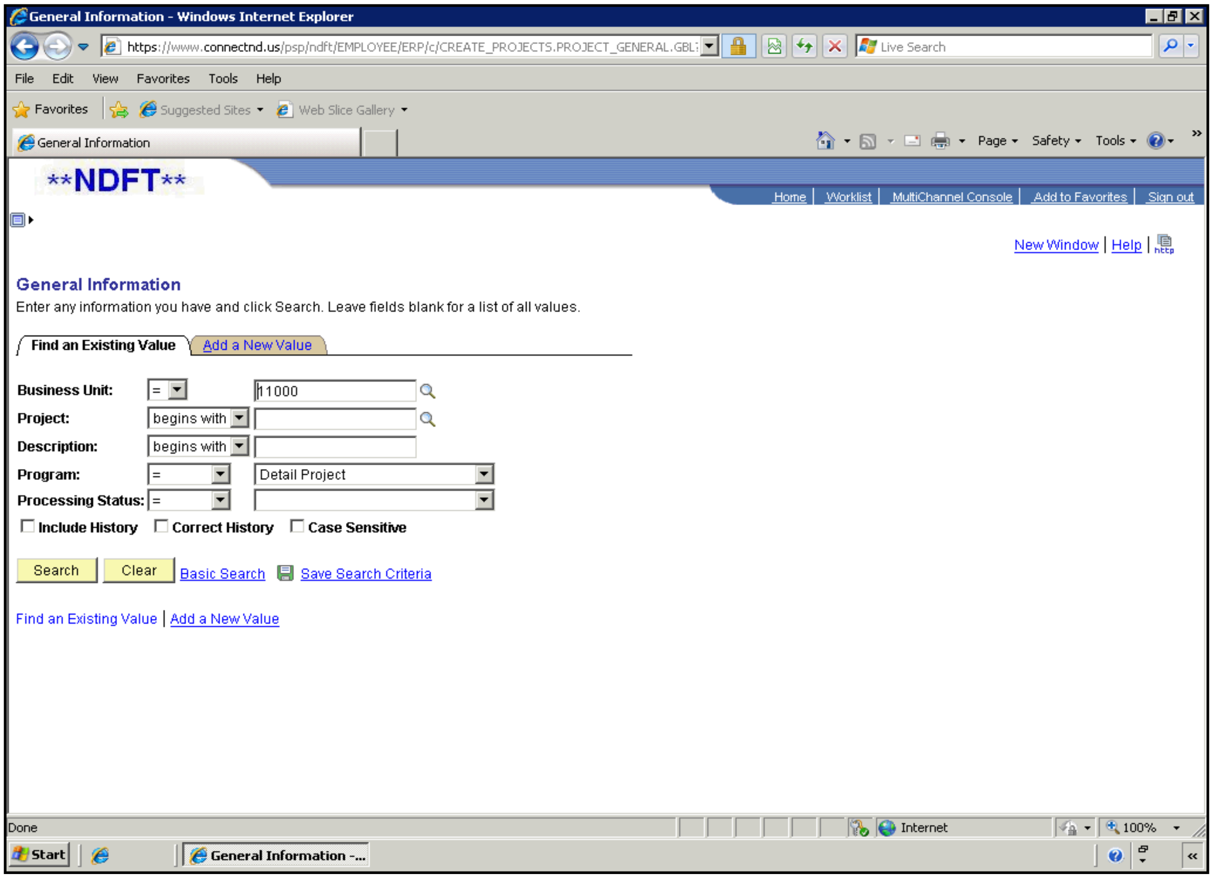
A template can be patterned from an existing project. This topic shows how to Create a Template from an Existing Project.



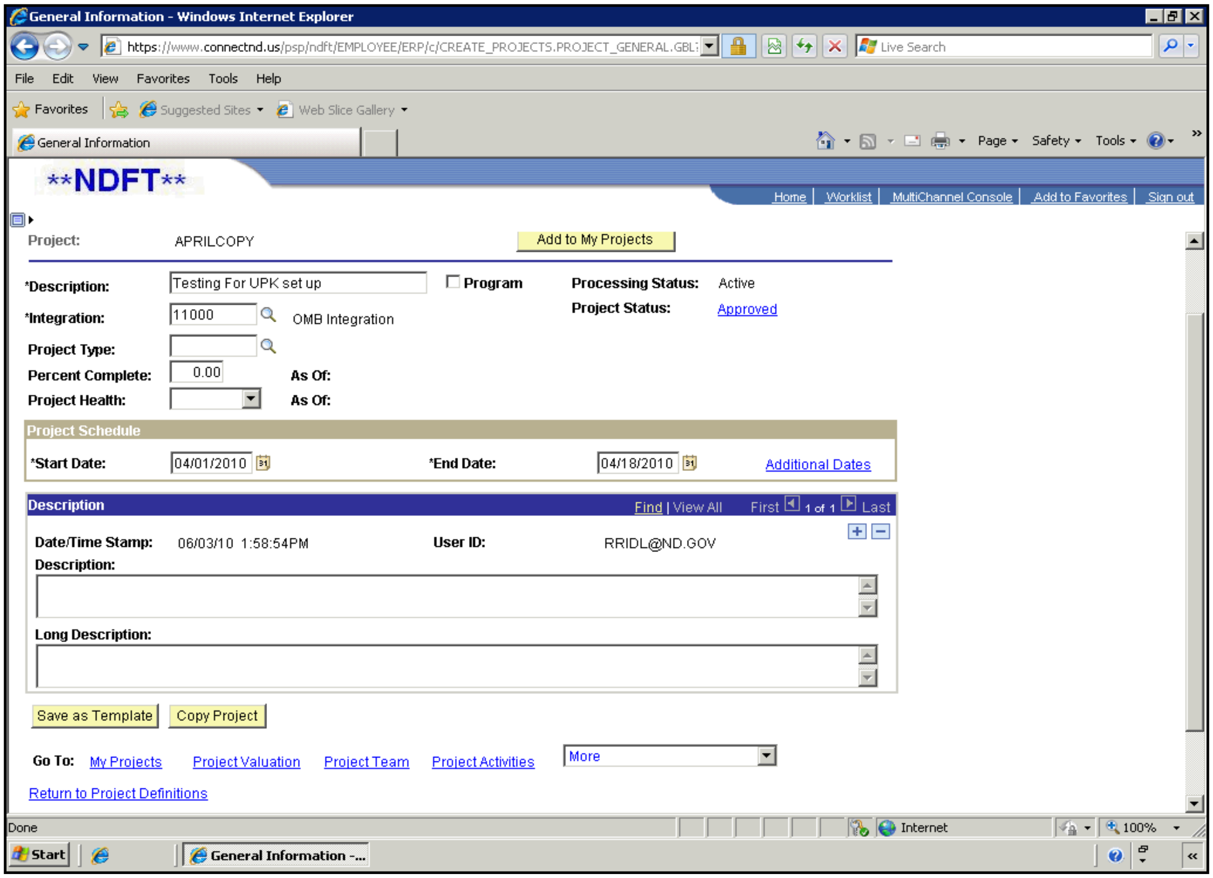
Step	Action
1.	Click the **Project Costing** link. ▷ Project Costing



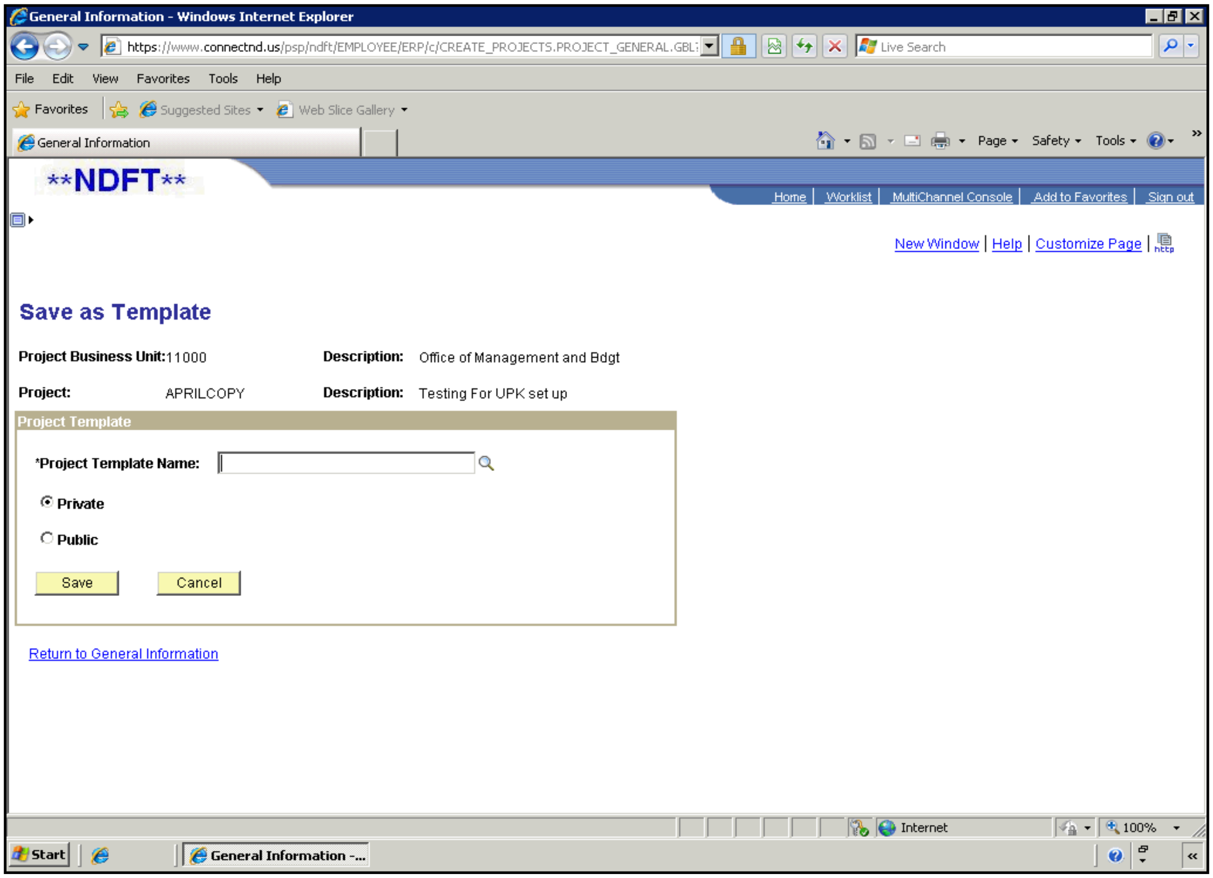
Step	Action
2.	Click the **Project Definitions** link. Project Definitions
3.	Click the **General Information** link. General Information

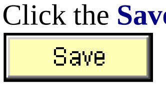


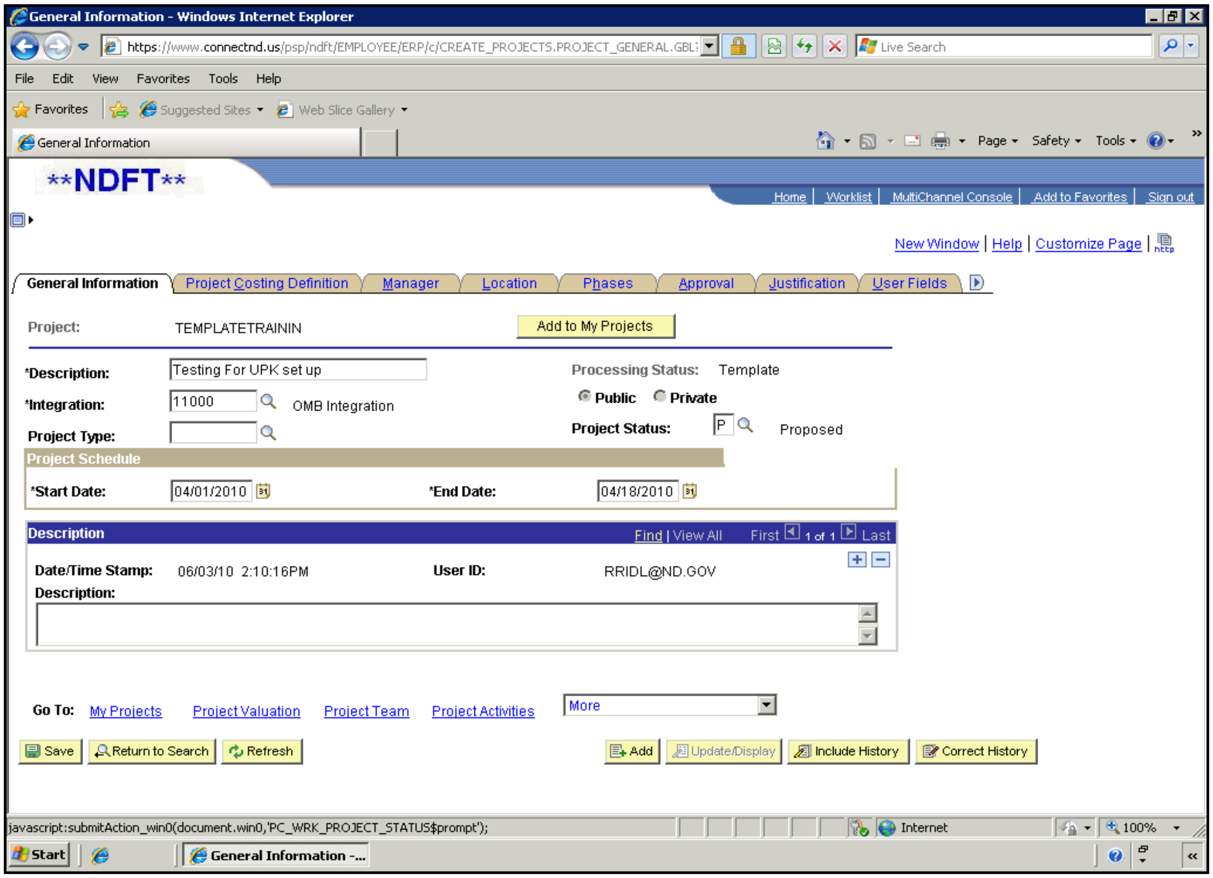
Step	Action
4.	Click the **Search** button. Search
5.	Scroll the **Search** button to display additional information.
6.	Click the **APRILCOPY** link. APRILCOPY



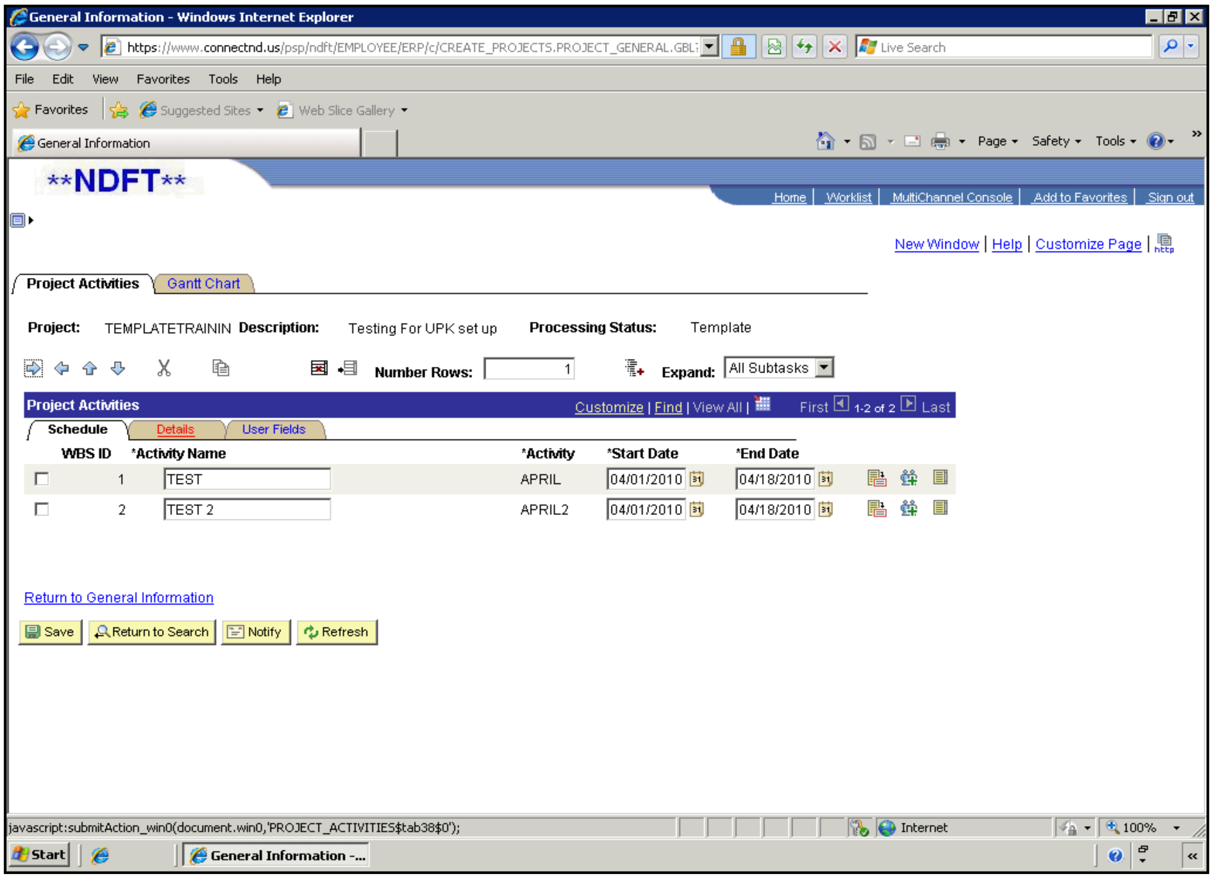
Step	Action
7.	Click the **Save as Template** button. Save as Template



Step	Action
8.	Name the Project Template and select Private or Public. Private will allow only the person setting up the template to use it. Public allows anyone in the agency that has access to projects to use it. Enter the desired information into the **Project Template Name** field. Enter "**TemplateTraining3**".
9.	Click the **Public** option. 
10.	Click the **Save** button. 
11.	Make sure Start Date is the correct date you want to have this template available. Then click on the Project Status Look Up and change the status from Proposed to Approved. **Note:** Processing Status will remain Template. A Processing Status of Template will prevent this project template from being used with transactions.



Step	Action
12.	Click the **Project Status** look up. 
13.	Click the **Approved** link. Approved
14.	Click on the Project Activities link to verify the activities listed are what you want. You can delete and add any on this page if you need to. Click the **Project Activities** link. Project Activities



Step	Action
15.	Click the **Details** tab. 
16.	Look in the Details tab and you will see that the Processing Status is Template. Any additions will also have a Template status.
17.	Click the **Save** button. 
18.	This topic showed how to Create a Template from an Existing Project. **End of Procedure.**

ST 10.2.3 - Create Project from Template

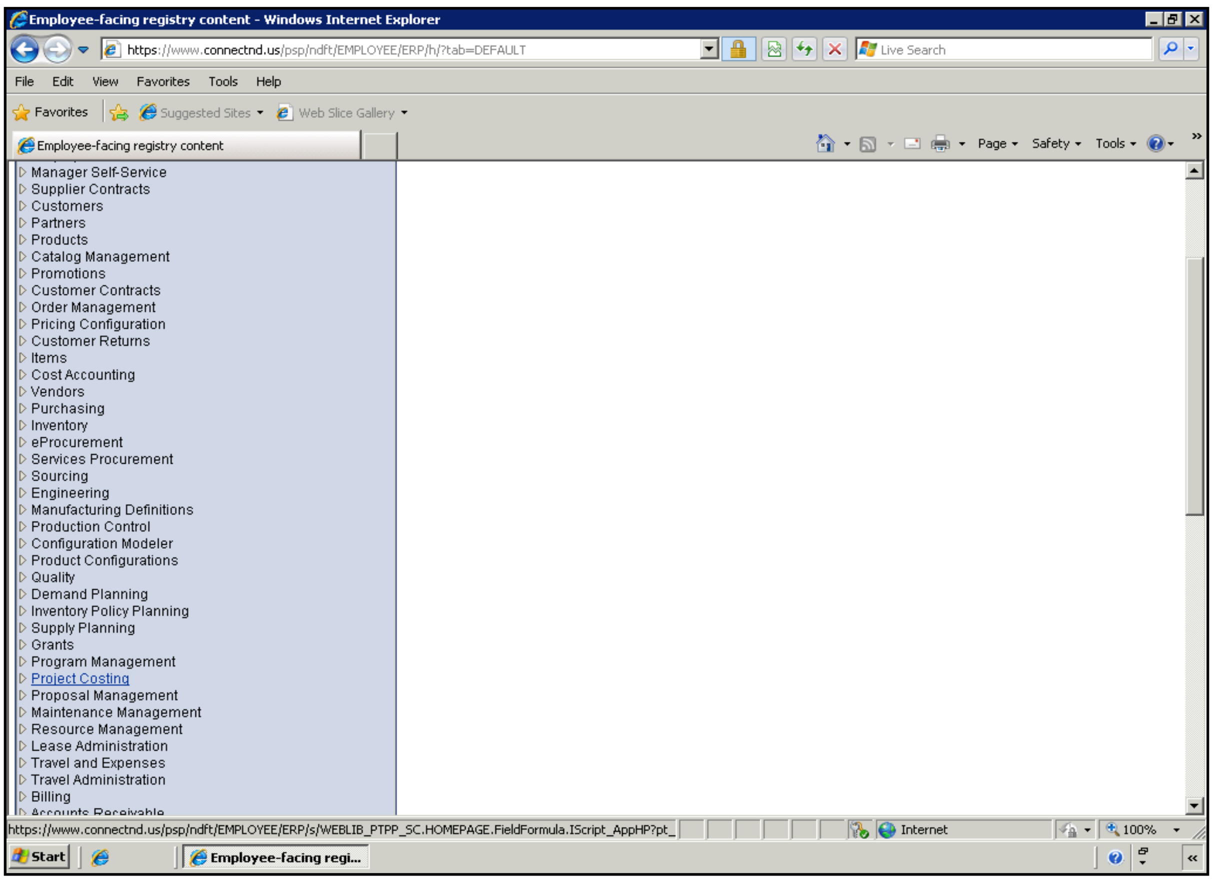
Create Project from Template

Navigation: Project Costing > Project Definition > General Information

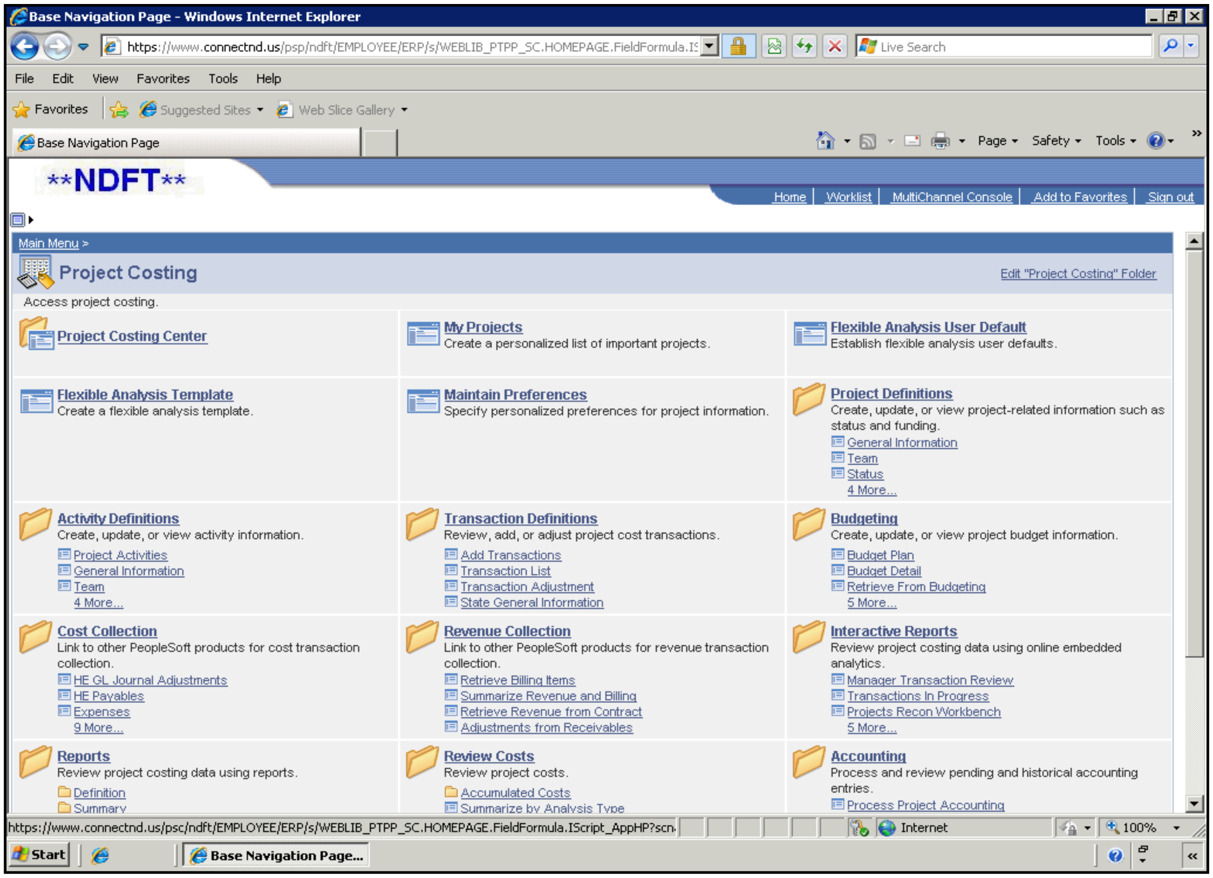
If you have Project Templates set up, you can create a new project by using one of those templates rather than initially setting up the project.

Procedure

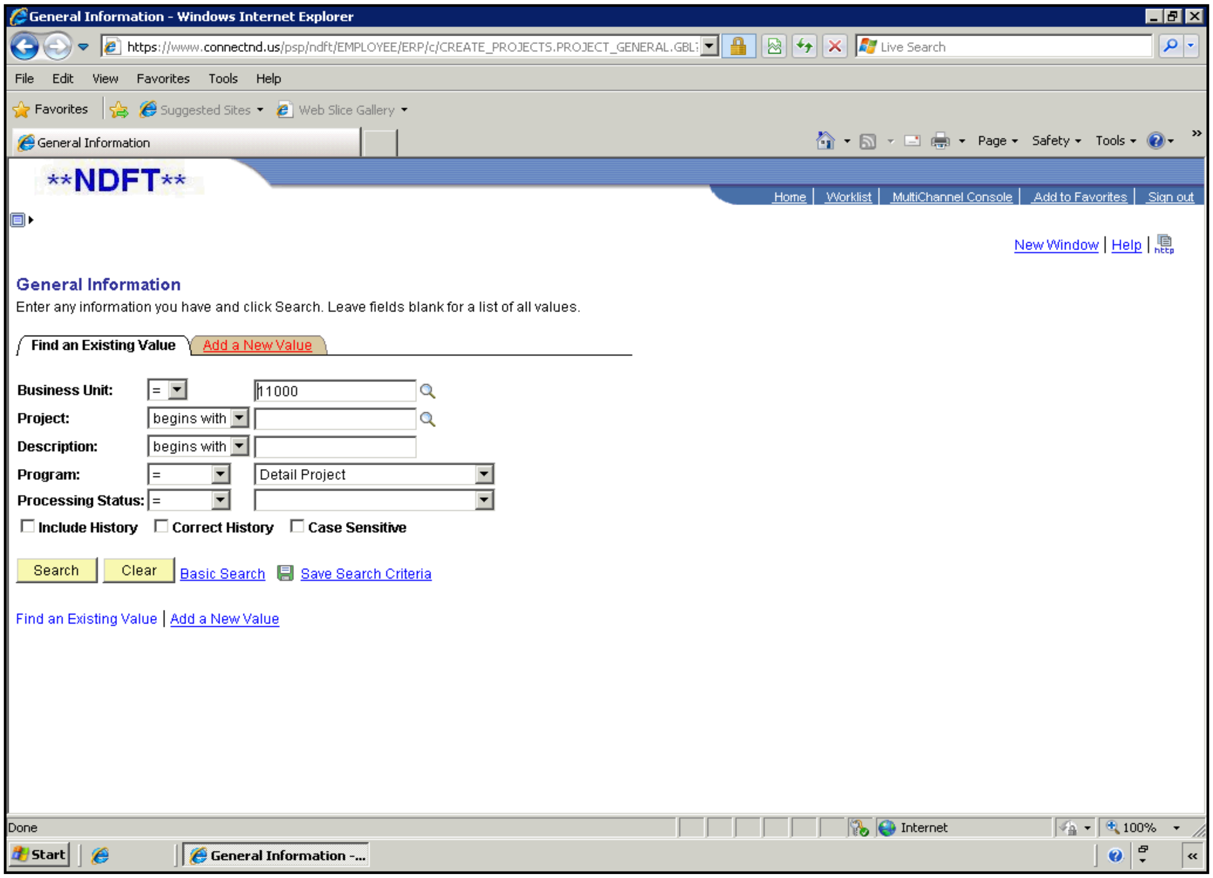
This topic shows how to Create a Project from Template.



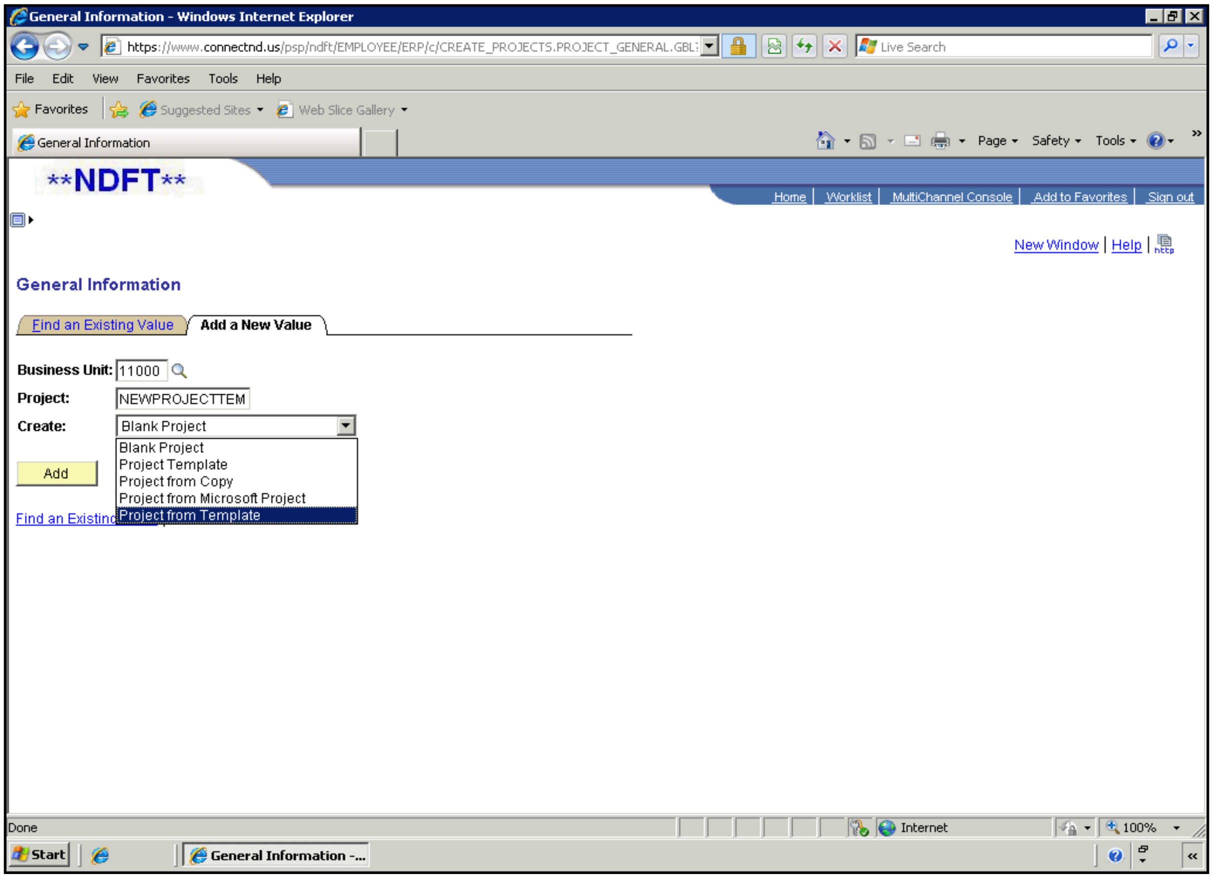
Step	Action
1.	Click the **Project Costing** link. ▷ Project Costing



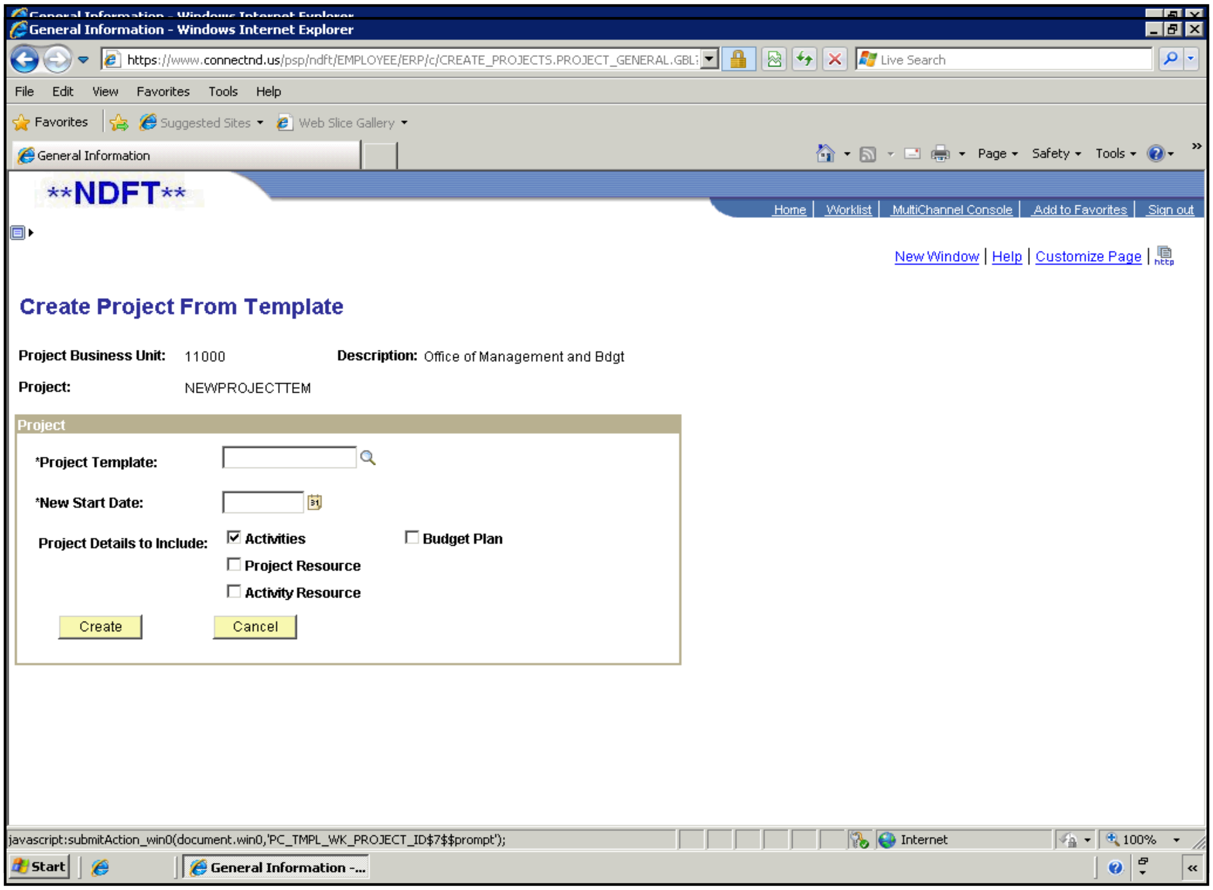
Step	Action
2.	Click the **Project Definitions** link. Project Definitions
3.	Click the **General Information** link. General Information



Step	Action
4.	Click the **Add a New Value** tab. Add a New Value
5.	Name the project and select Project from Template in the look up. Enter the desired information into the **Project** field. Enter "**NewProjectTem**".



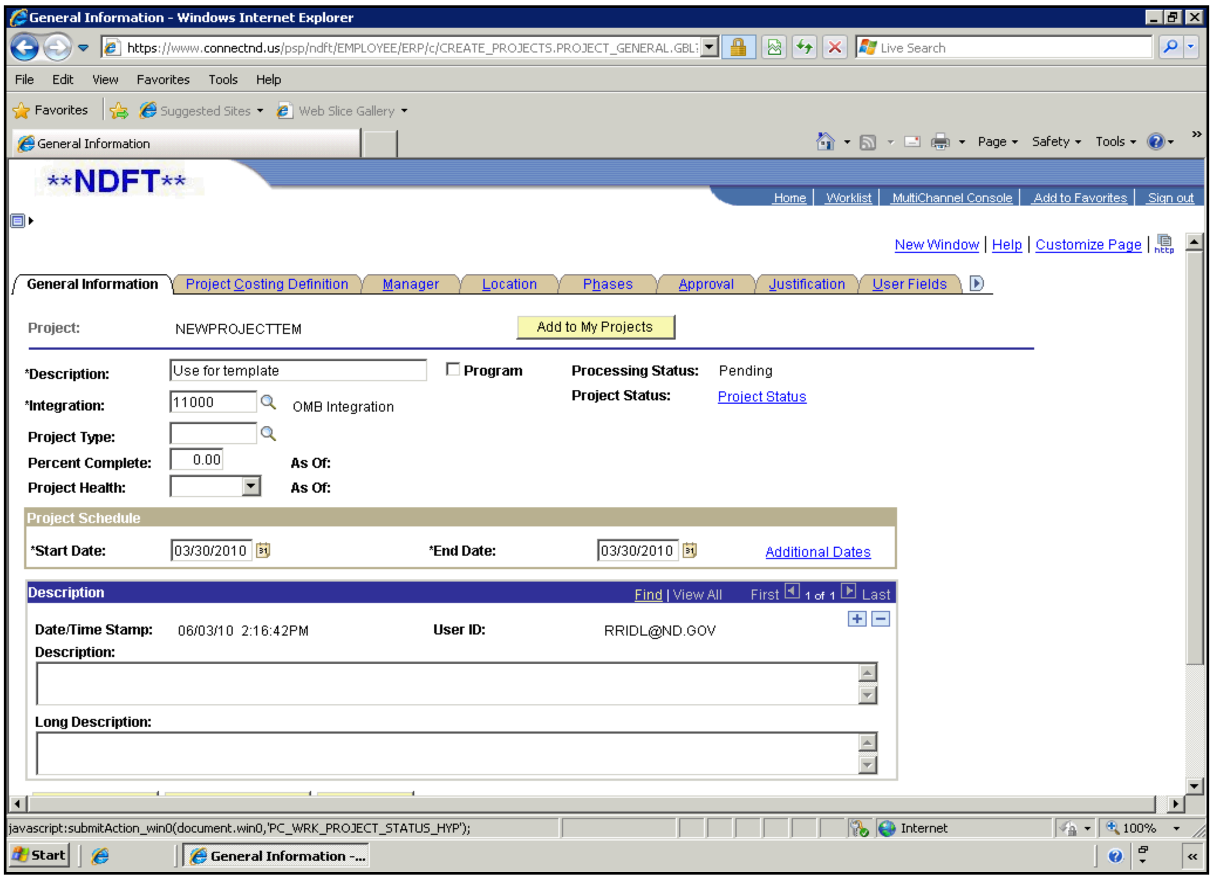
Step	Action
6.	Click the **Project from Template** list item. Project from Template



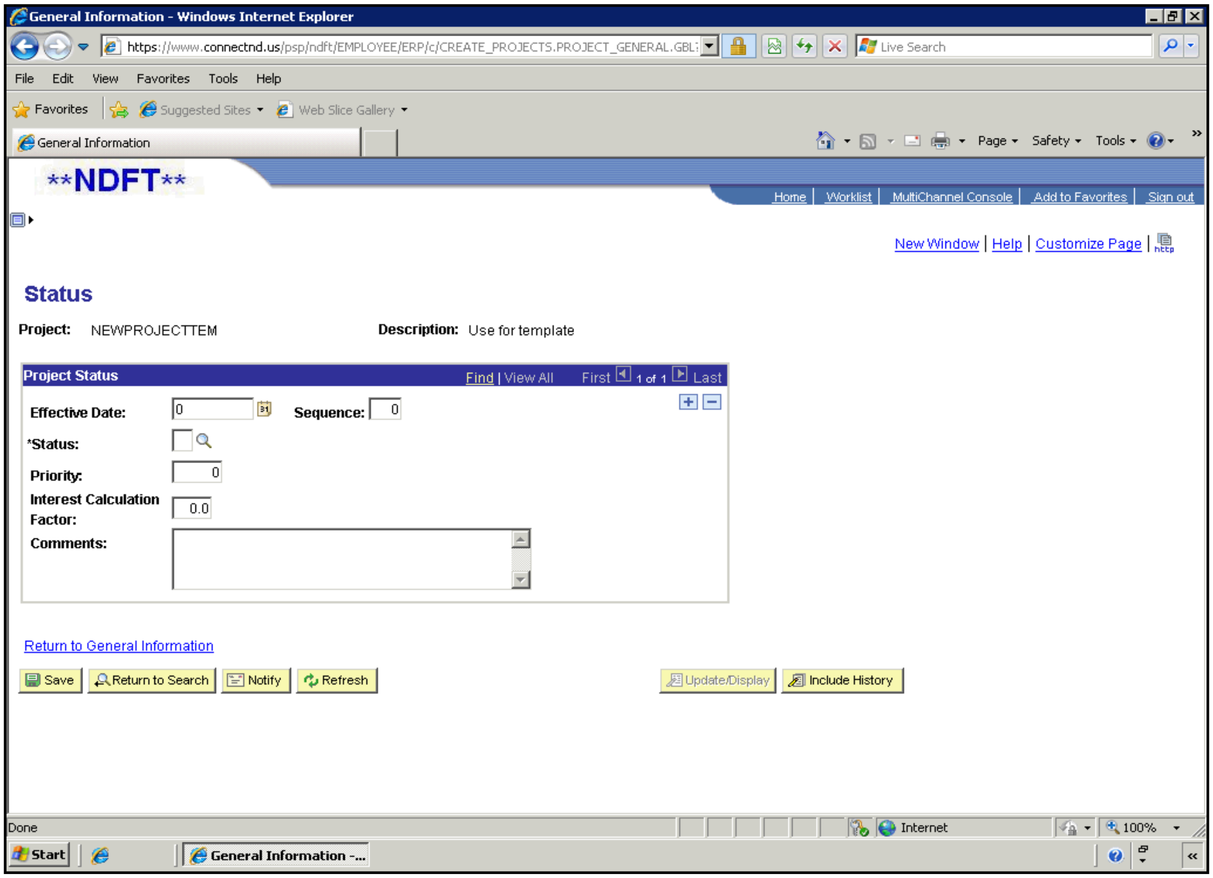
Step	Action
7.	Click the **Add** button. Add

Step	Action
8.	Click the **Look up (Alt+5)** button.
9.	Select the template you wish to create a project from. Click the **TEMPLATEONE** link. TEMPLATEONE
10.	Enter the desired information into the **New Start Date** field. Enter "**03/30/2010**".

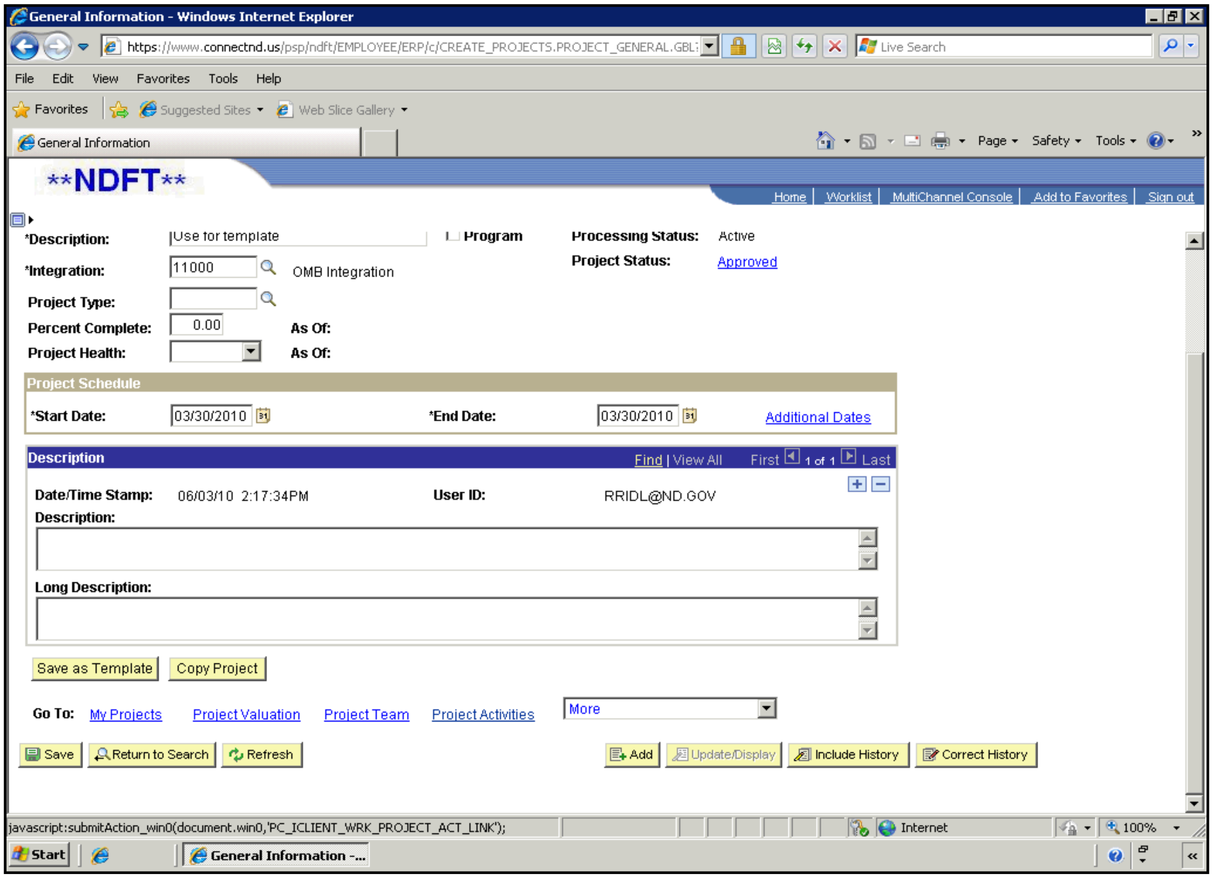
Step	Action
11.	Activities is the *only* selection checked under the Project Details to Include.
12.	Click the **Create** button. Create
13.	Notice the Processing Status is **Pending**. <u>You will not be able to use the project until you change the Project Status.</u>



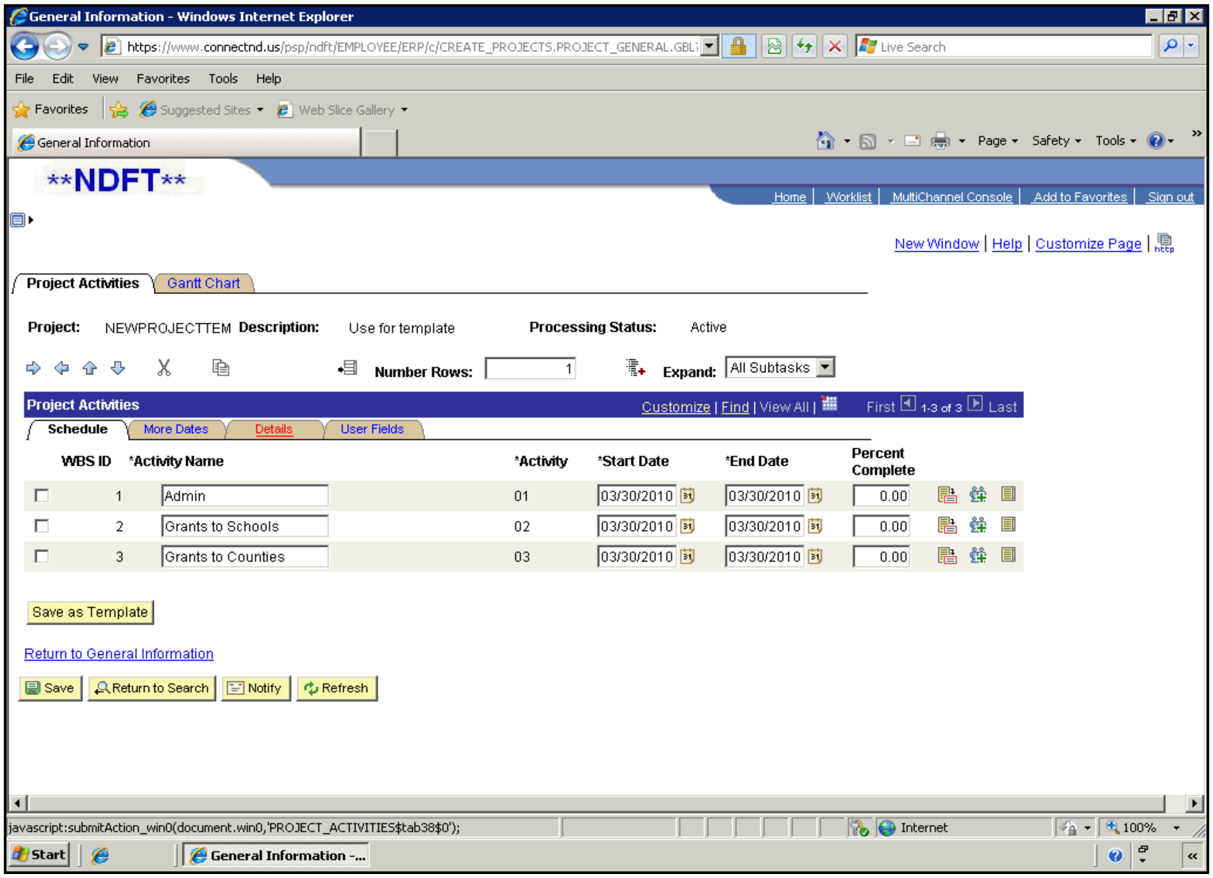
Step	Action
14.	Click the **Project Status** link. Project Status



Step	Action
15.	Enter the desired information into the **Effective Date** field. Enter "**03/28/2010**".
16.	Click the **Look up Status (Alt+5)** button.
17.	Click the **Approved** link. Approved
18.	Click the **Save** button. Save
19.	Click the **Return to General Information** link. Return to General Information
20.	Once you save your Project Status as Approved, the Processing Status will change to Active.



Step	Action
21.	Click the **Project Activities** link. Project Activities
22.	Make sure the Activities are correct. Make any necessary changes at this point.



Step	Action
23.	Click the **Details** tab. Details
24.	Make sure the Status of the Processes are <u>Active</u>.
25.	Click the **Save** button. Save
26.	This topic showed how to Create a Project from Template. **End of Procedure.**

ST Lesson 10.3 - Activities

Activities

Activities are a way to track costs within a project that need to be accounted for separately. *At least one activity is needed for a project as transactions are all recorded under an activity for a project.*

Activities that are created under a project do not require unique ID's or descriptions for every project. The same activity ID and description can be used in various projects.

ST 10.3.1 - Create Activities from Project Page

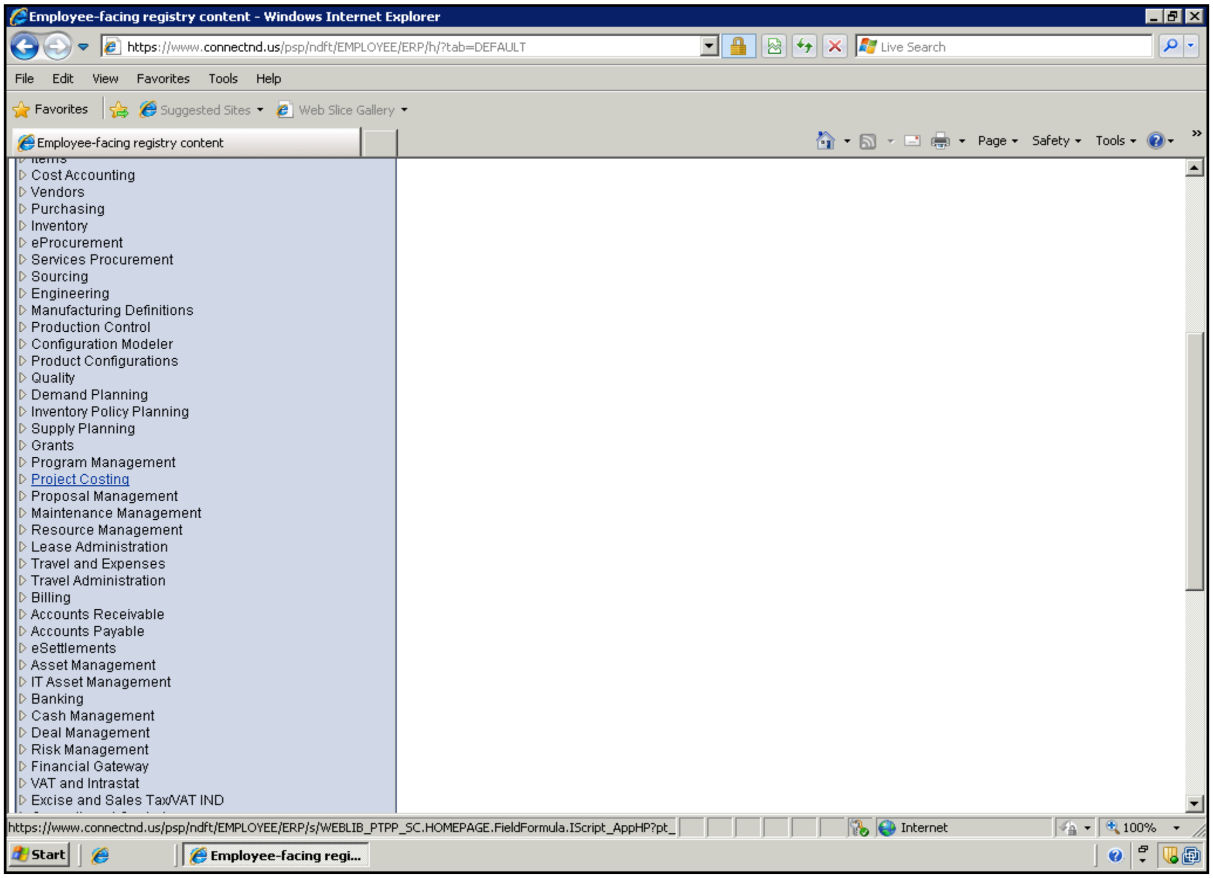
Create Activities

Navigation: Project Costing > General Information

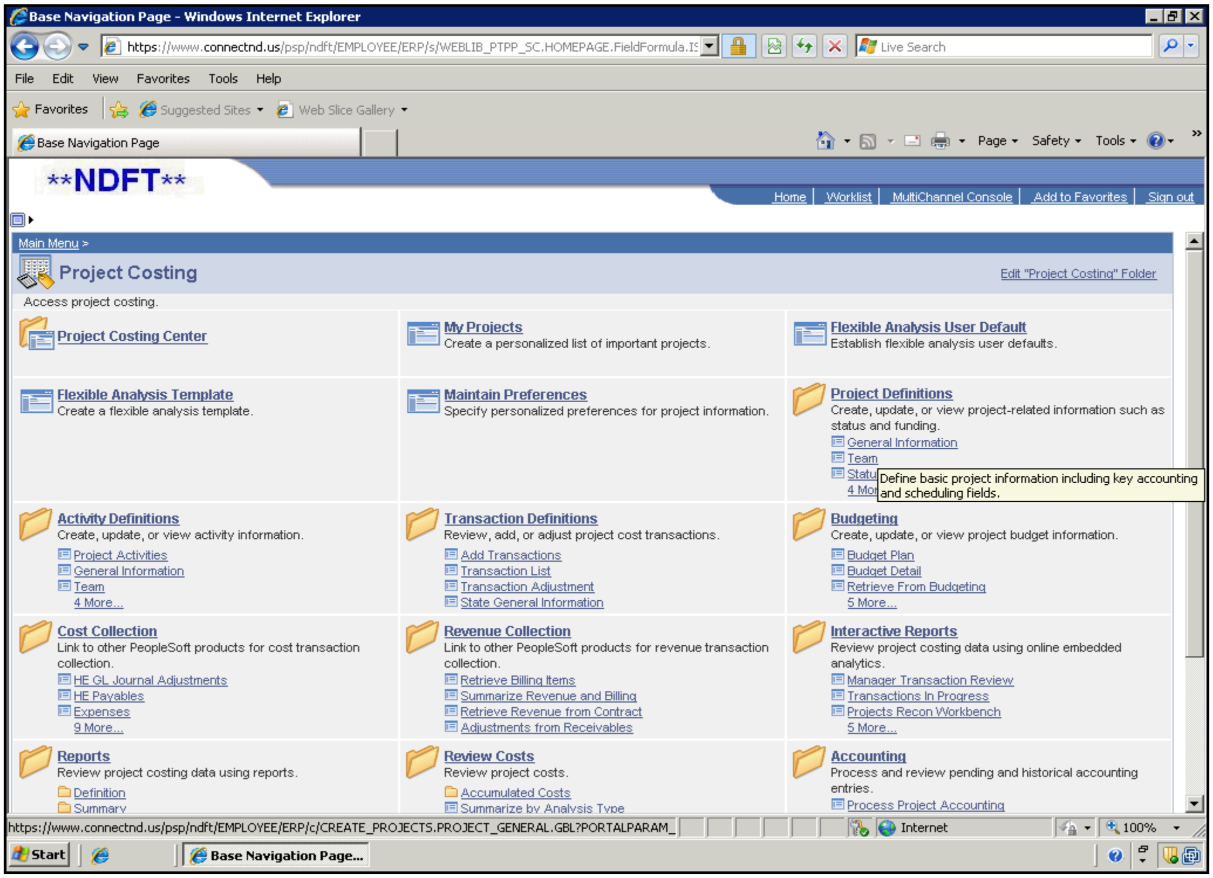
You can create activities when setting up a project or add activities to an existing project.

Procedure

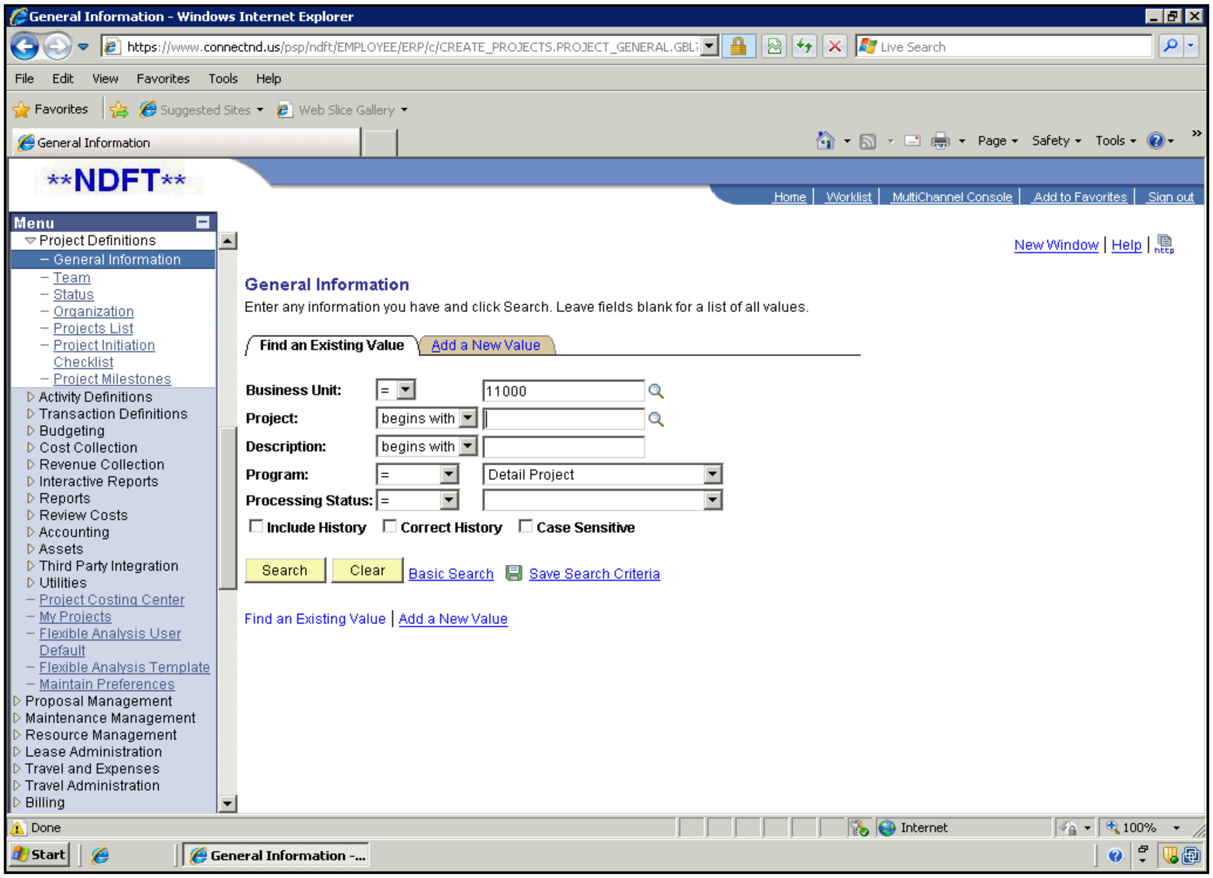
You need at least one activity for a project as transactions are all recorded under an activity for a project.



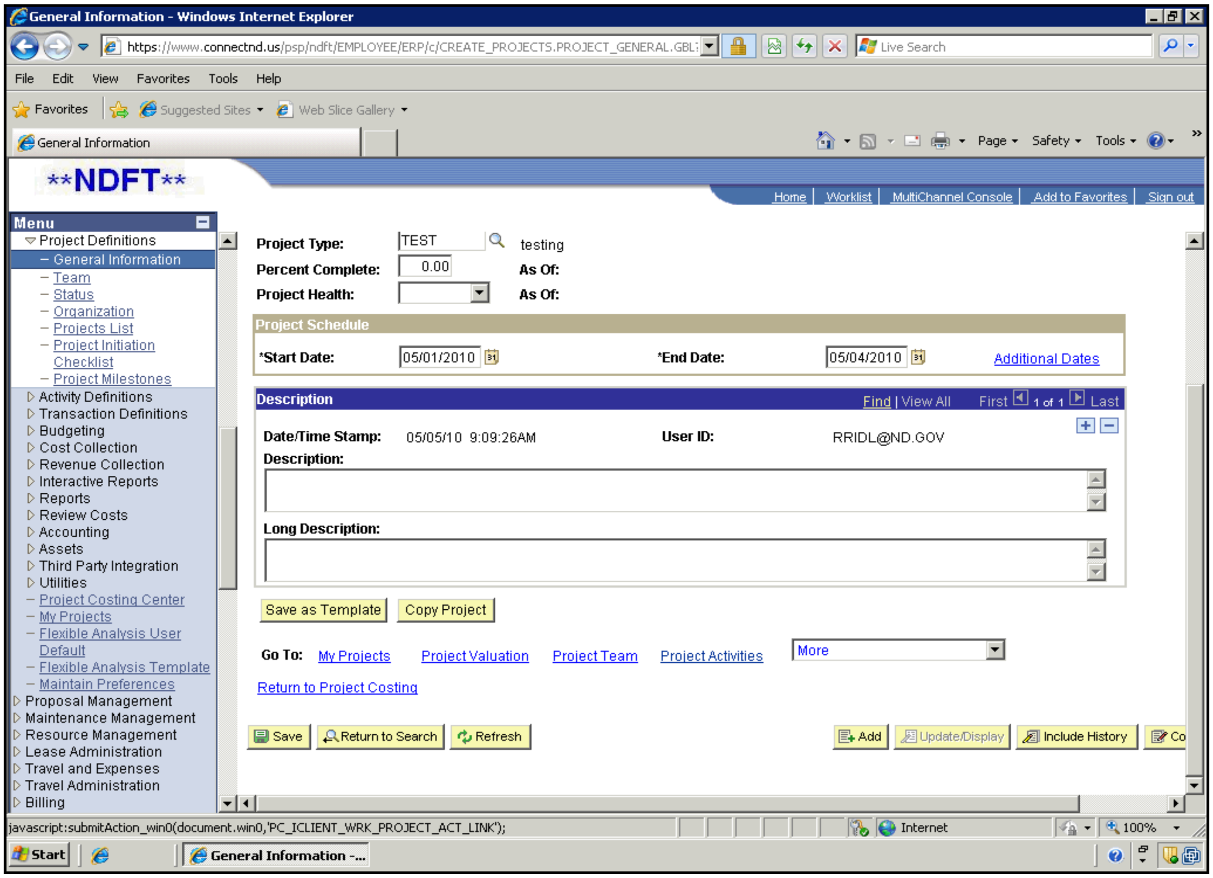
Step	Action
1.	Click the **Project Costing** link. 



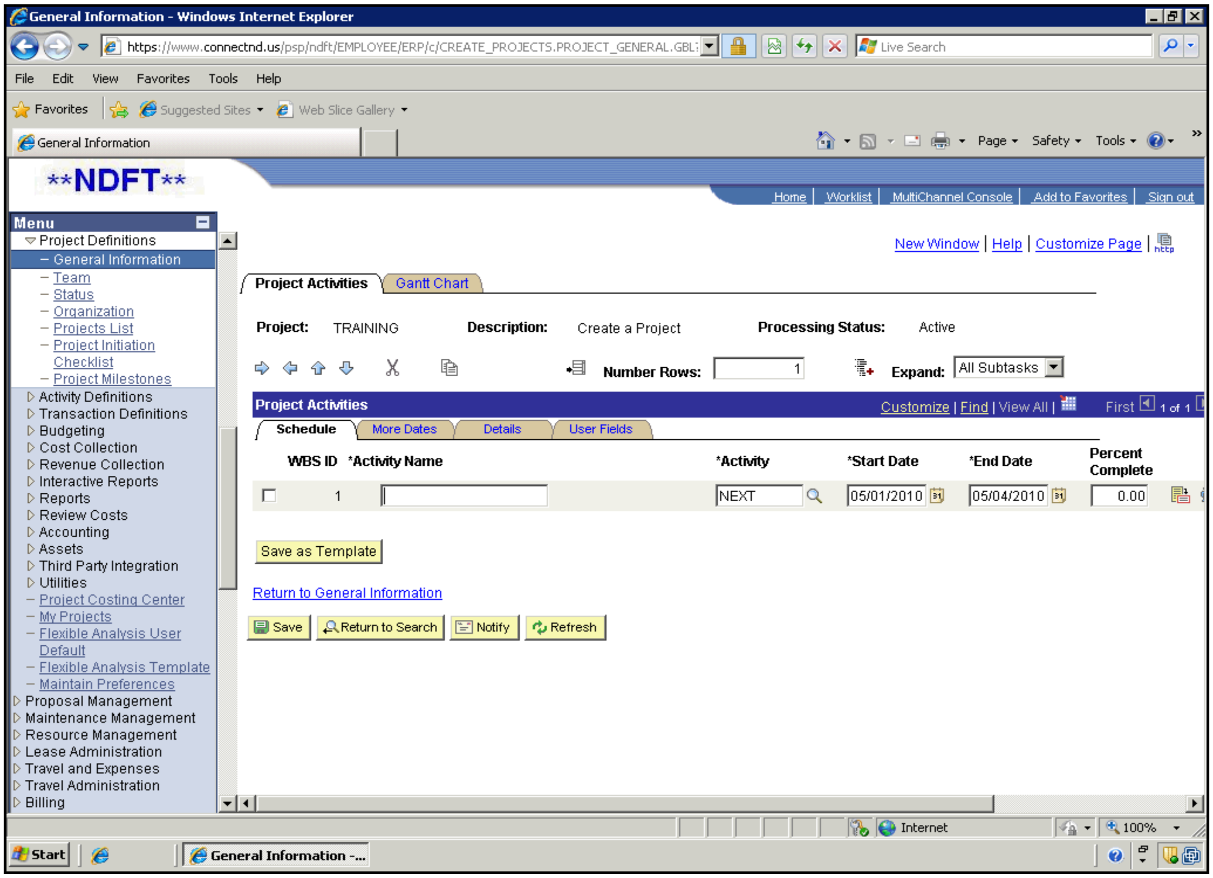
Step	Action
2.	Click the **General Information** link. General Information

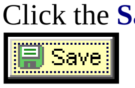


Step	Action
3.	Look up the project to which you would like to add activities. Enter the desired information into the **Project** field. Enter "**training**".
4.	Click the **Search** button. Search

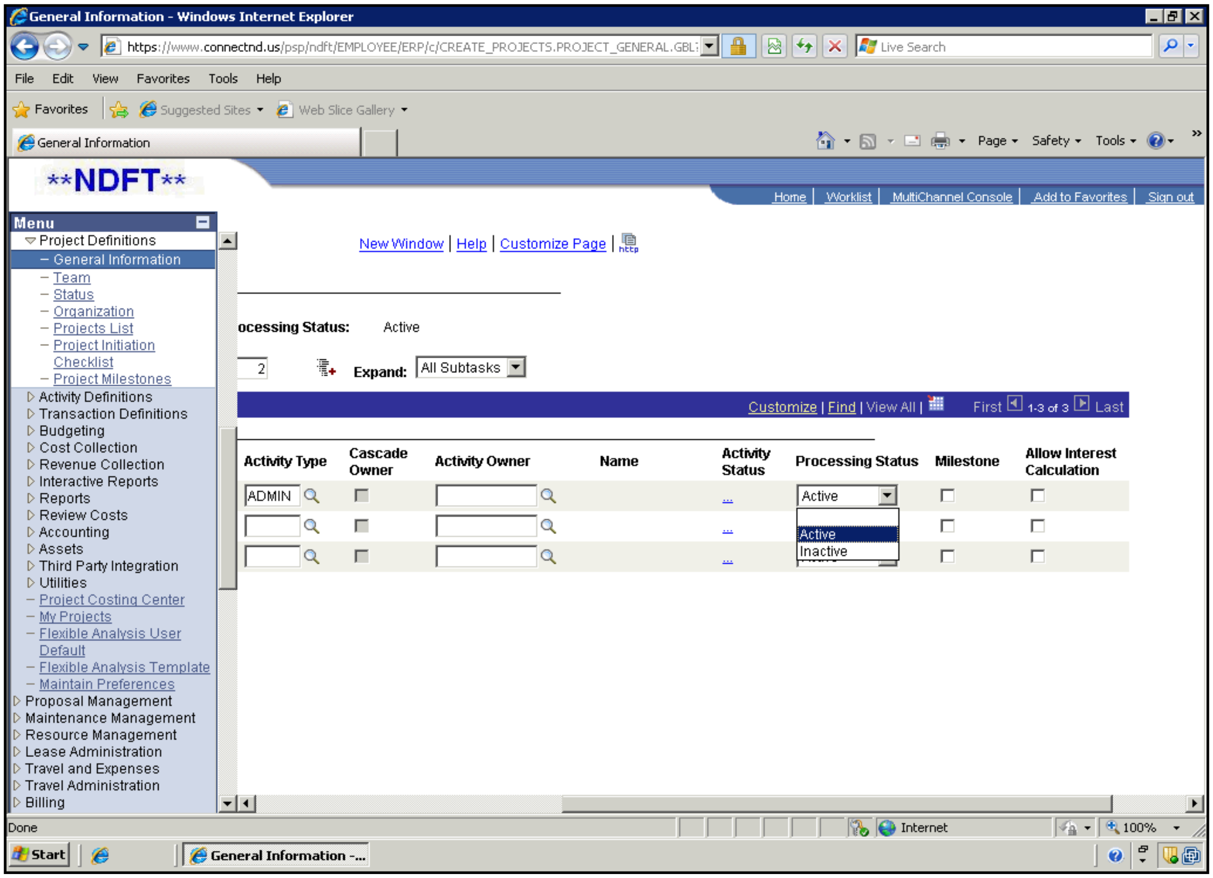


Step	Action
5.	Click the **Project Activities** link. Project Activities

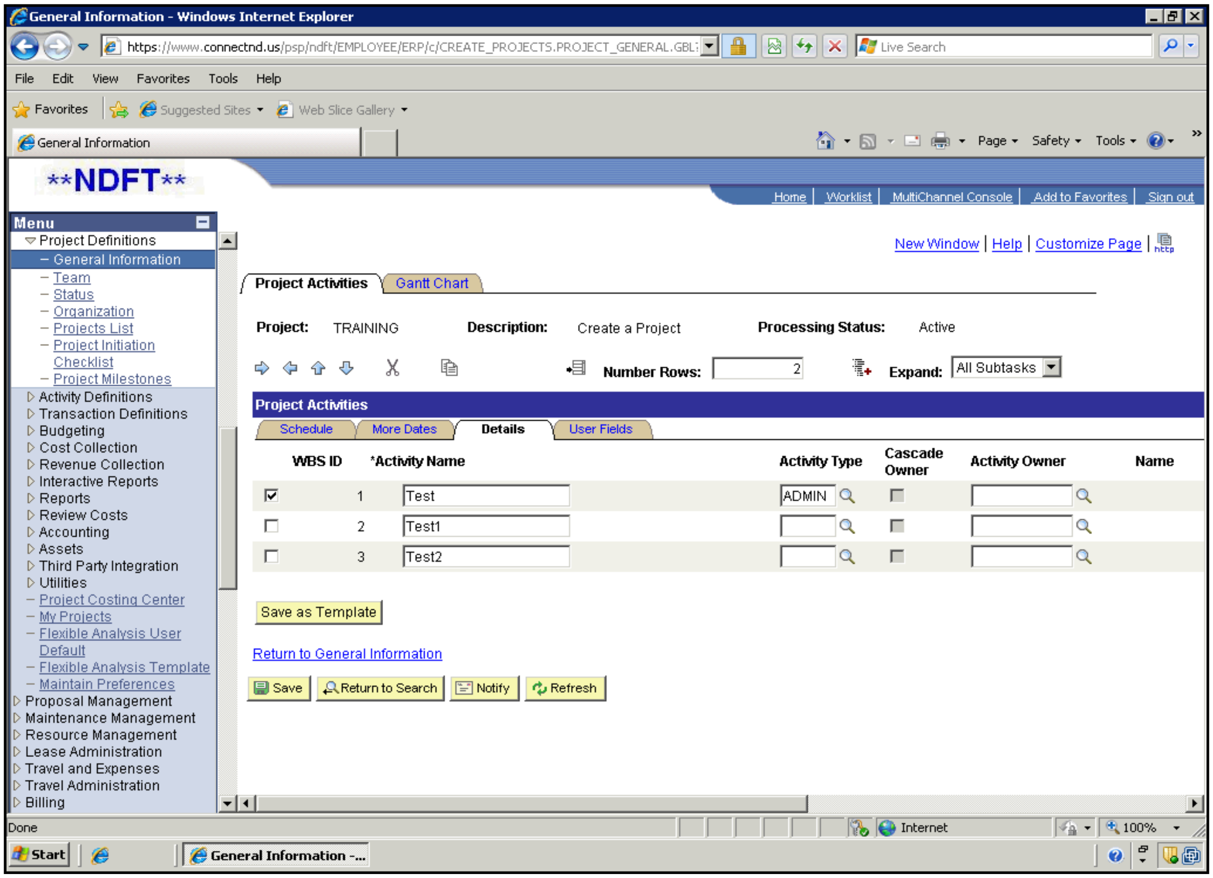


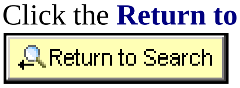
Step	Action
6.	Name the activity (name is the description) and give the Activity an ID (01 in example). The Activity ID can be up to 15 characters alpha and /or numeric. The start date of the activities cannot be prior to the start date of the project. Enter the desired information into the **Activity Name** field. Enter "**Test**".
7.	Enter the desired information into the **Activity** field. Enter "**01**".
8.	Click the **Save** button. 
9.	Additional activities can be added by selecting the checkbox. Click the **ScheduleMore DatesDetailsUser Fields** option. 
10.	You can add rows before or after you fill in the information for the first activity. Enter the desired information into the **Number Rows** field. Enter "**2**".

Step	Action
11.	Click the **Add** button. 
12.	Enter the desired information into the **Activity Name** field. Enter "**Test1**".
13.	Enter the desired information into the **Activity** field. Enter "**02**".
14.	Enter the desired information into the **Activity Name** field. Enter "**Test2**".
15.	Enter the desired information into the **Activity** field. Enter "**03**".
16.	Click the **Save** button. 
17.	Click the **Details** tab. 
18.	If your agency uses Activity Types you would select the Activity Type on this page. Activity Type is a roll up for individual activities. Click the **Look up Activity Type (Alt+5)** button. 
19.	Click the **ADMIN** link. 



Step	Action
20.	Select the status you want. If you would need to change the status in the future this is where it would be changed. The status of an activity changes immediately. Click the **Active** list item. Active



Step	Action
21.	Click the **Save** button. 
22.	Click the **Return to Search** button. 
23.	This topic showed how to Create Activities from Project Page. **End of Procedure.**

ST 10.3.2 - Create Activities from Activity Definition

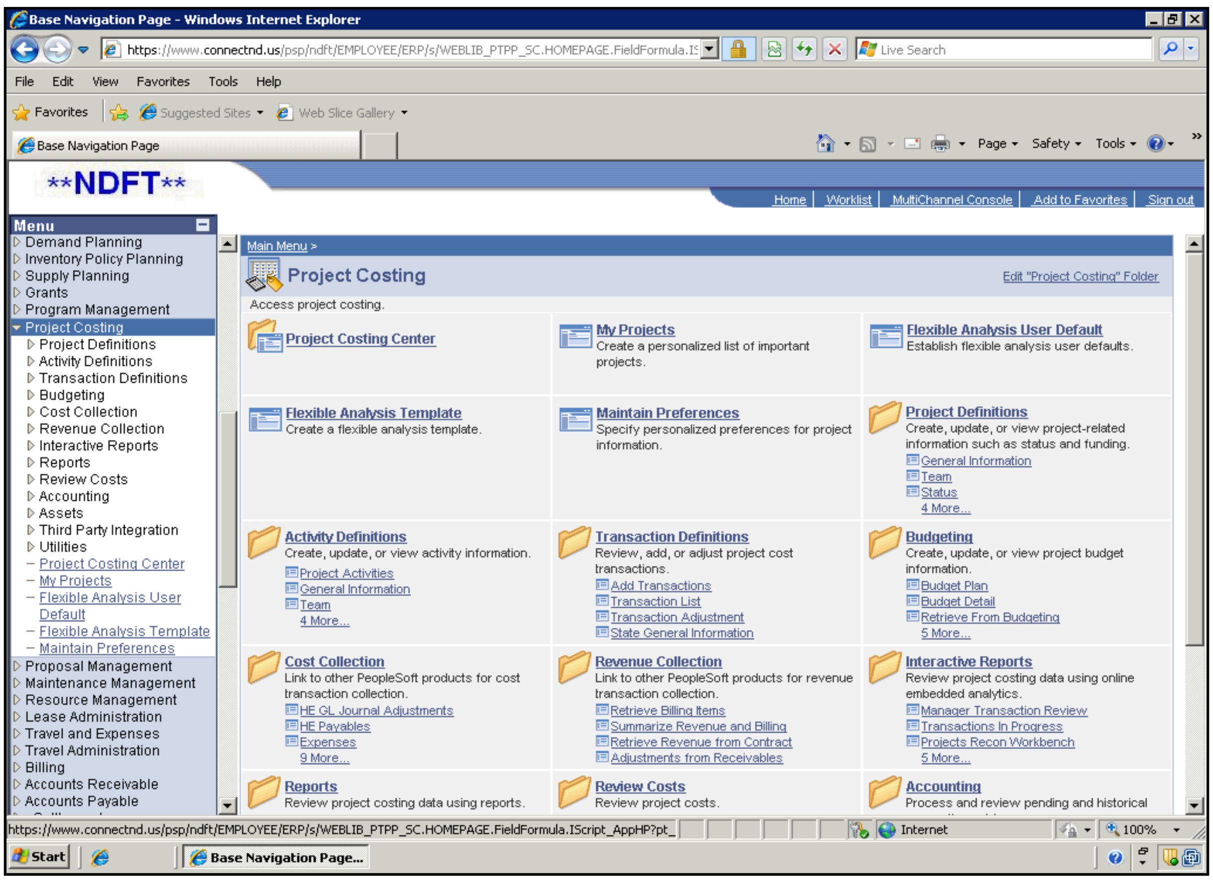
Create Activities from Activity Definition

Navigation: Project Costing > Activity Definitions > Project Activities

Create activities in an existing project with the look up bringing you directly to the activities page.

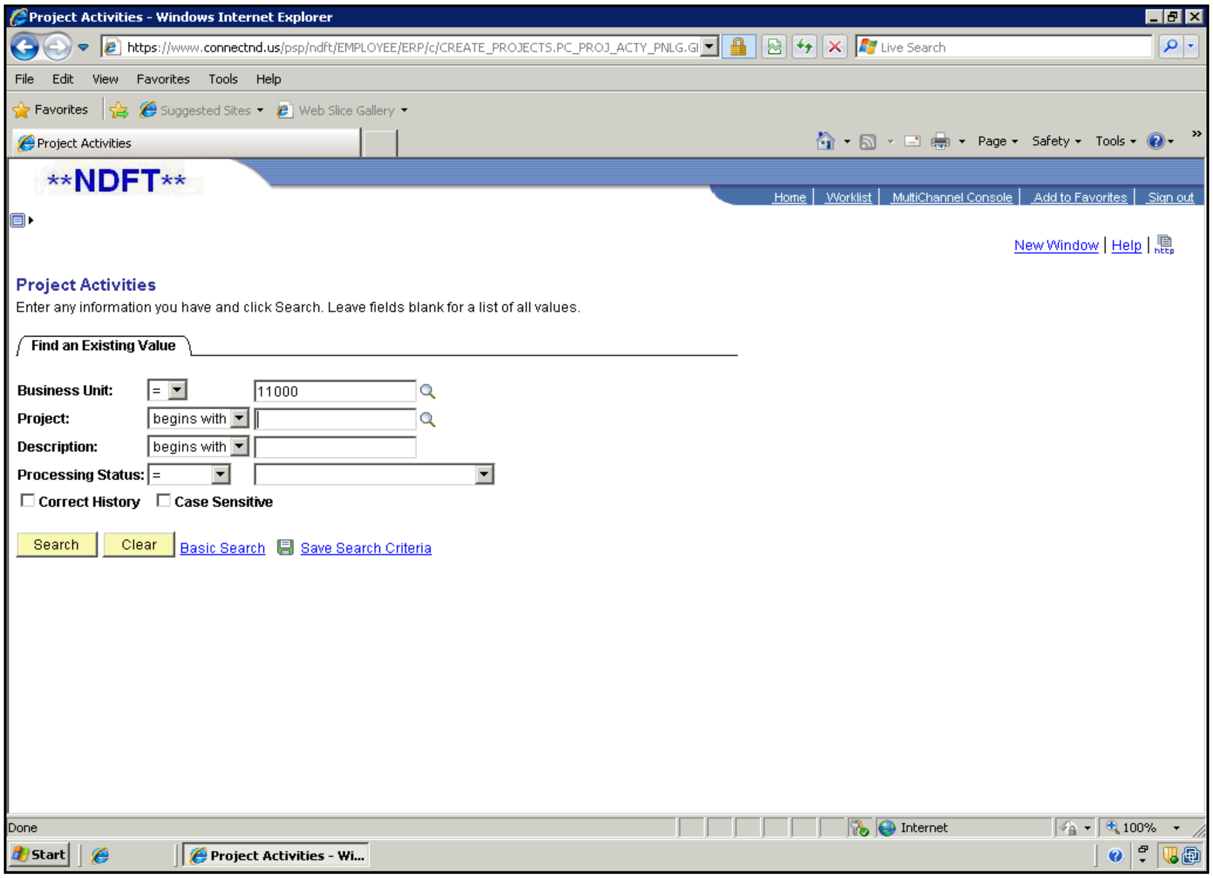
Procedure

You need at least one activity for a project as transactions are all recorded under an activity for a project.

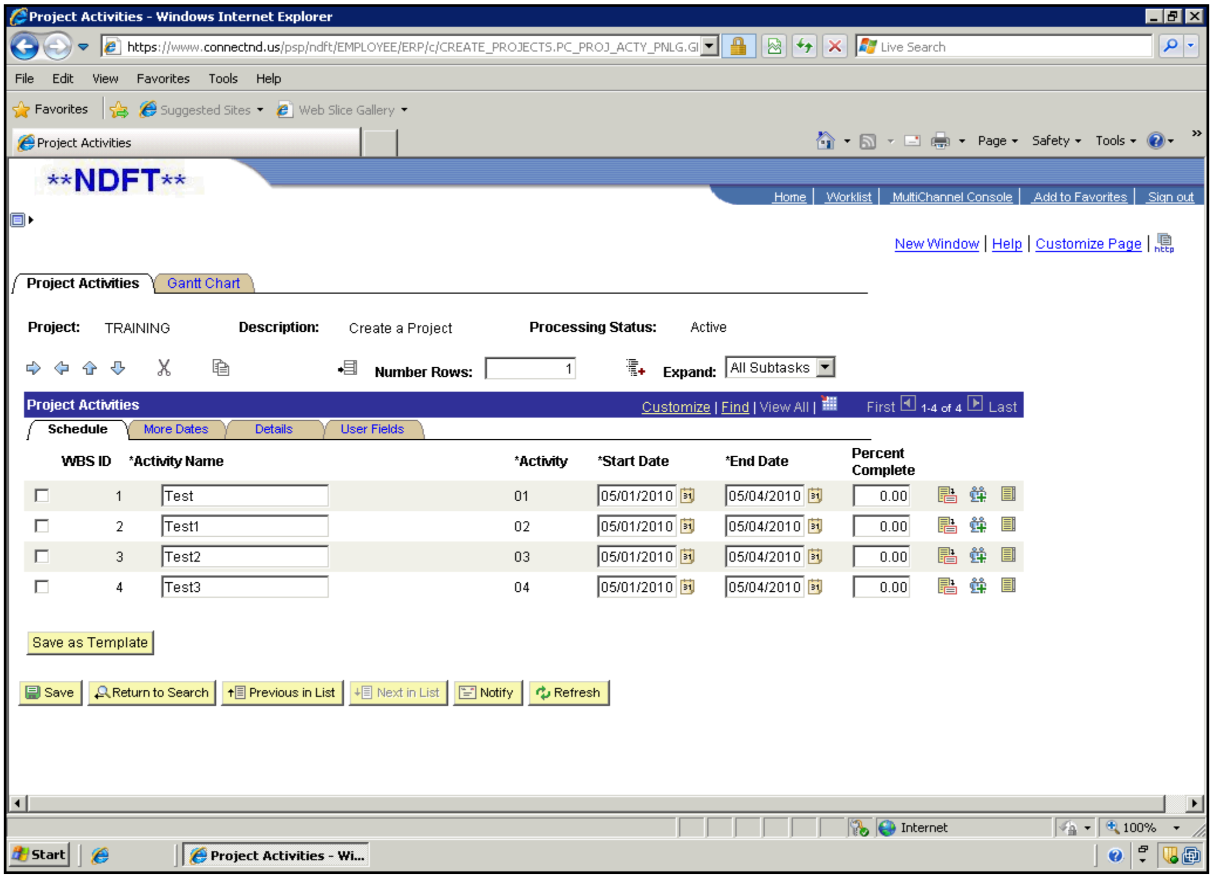


Step	Action
1.	Click the **Project Costing** link. 

Step	Action
2.	Click the **Activity Definitions** link. Activity Definitions
3.	Click the **Project Activities** link. Project Activities

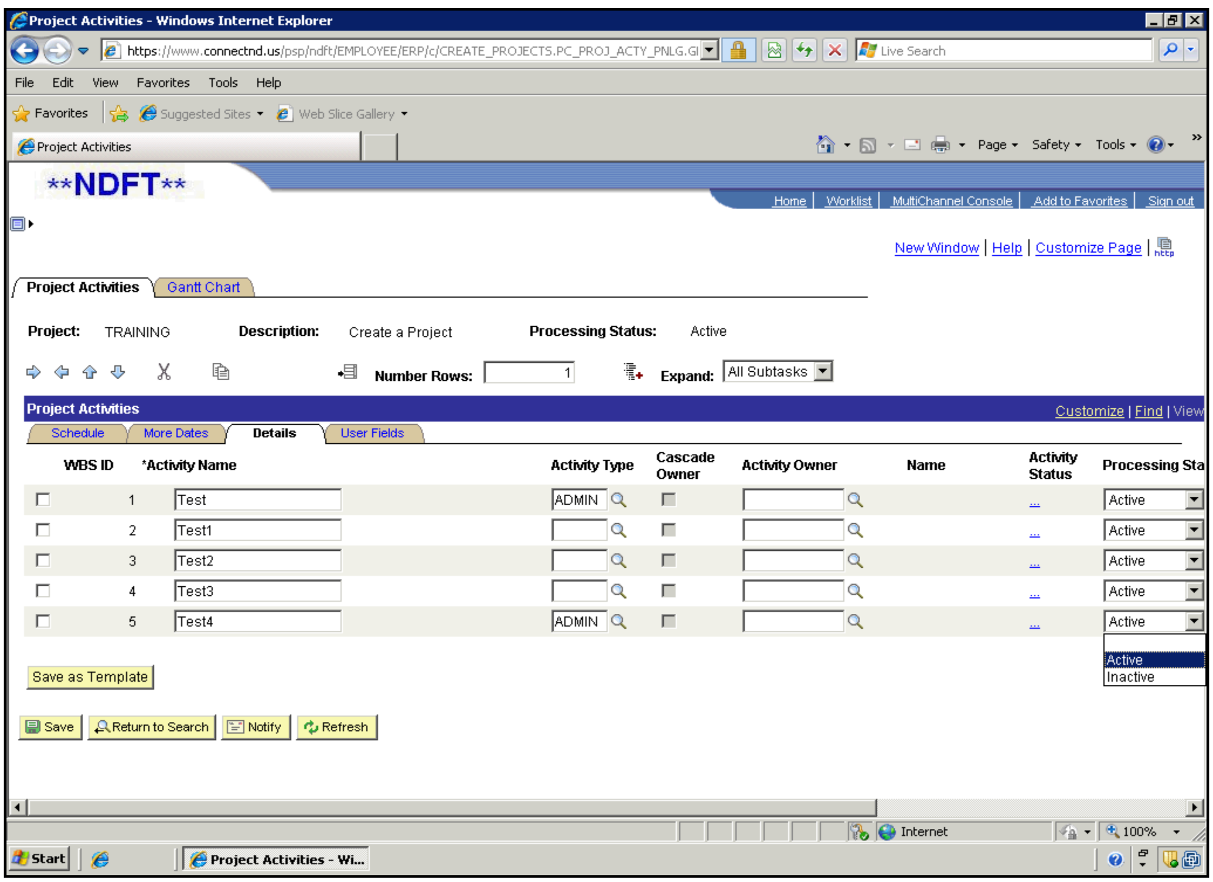


Step	Action
4.	Lookup the project to which you want to add activities. Enter the desired information into the **Project** field. Enter "**T**".
5.	Click the **Search** button. Search
6.	Click the **TRAINING** link. TRAINING

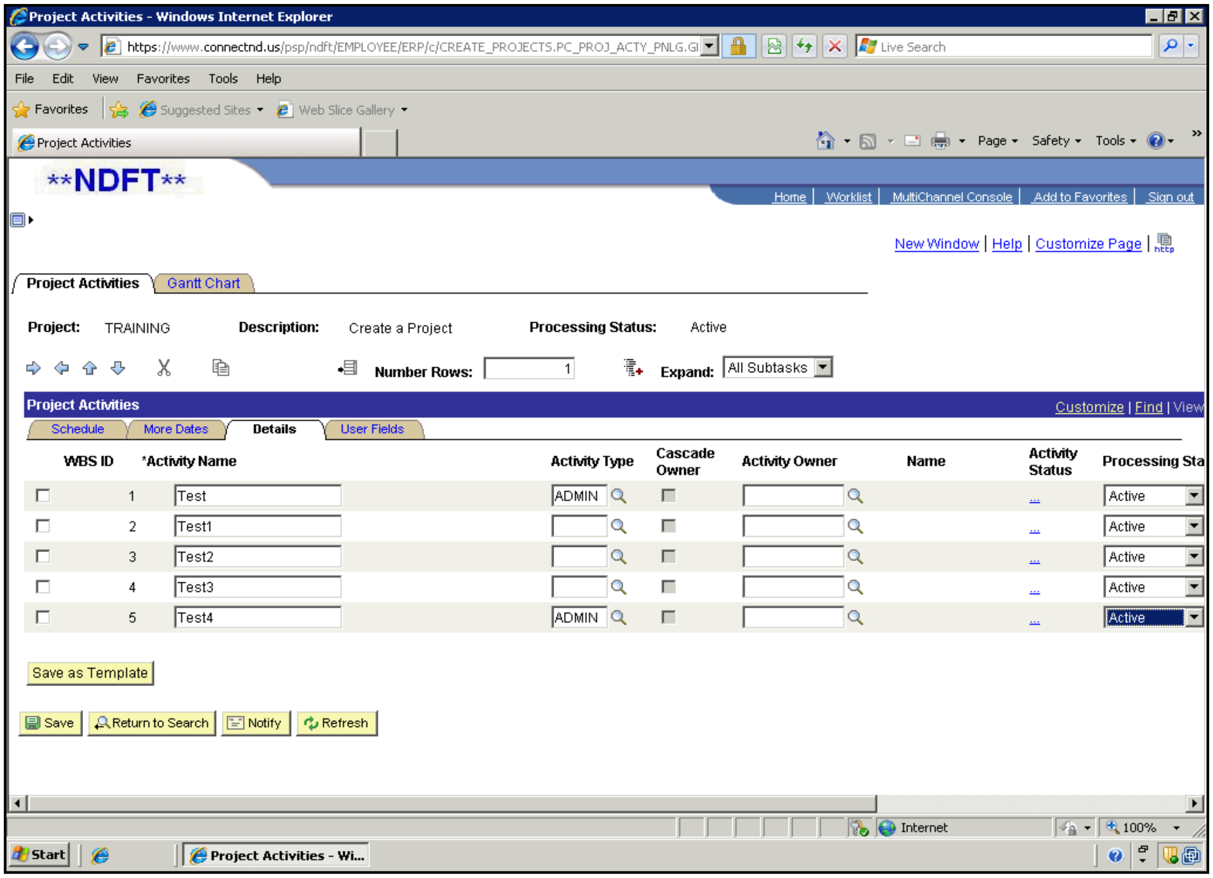


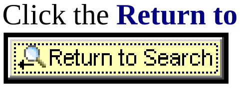
Step	Action
7.	Click the **ScheduleMore DatesDetailsUser Fields** checkbox.
8.	Add the number of rows you wish to add. Enter the desired information into the **Number Rows** field. Enter "**1**".
9.	Click the **Add** button icon.
10.	Name the activity (name is the description) and give the Activity an ID (01 in example). The activity ID can be up to 15 characters alpha and/or numeric. The start date of the activities cannot be prior to the start date of the project. Enter the desired information into the **Activity Name** field. Enter "**Test4**".
11.	Enter the desired information into the **Activity** field. Enter "**05**".
12.	Click the **Save** button. Save

Step	Action
13.	Click the **Details** tab. Details
14.	You can select an Activity Type if your agency uses Activity Types. Activity Type is a roll up for individual activities. Click the **Look up Activity Type (Alt+5)** button.
15.	Click the **Administration** link. Administration



Step	Action
16.	Select the Processing Status. A change to Processing Status is <u>immediate.</u> Click the **Active** list item. Active



Step	Action
17.	Click the **Save** button. 
18.	Click the **Return to Search** button. 
19.	This topic showed how to Create Activities from Activity Definition. **End of Procedure.**

ST 10.3.3 - Create Standard Activities

Create Standard Activities

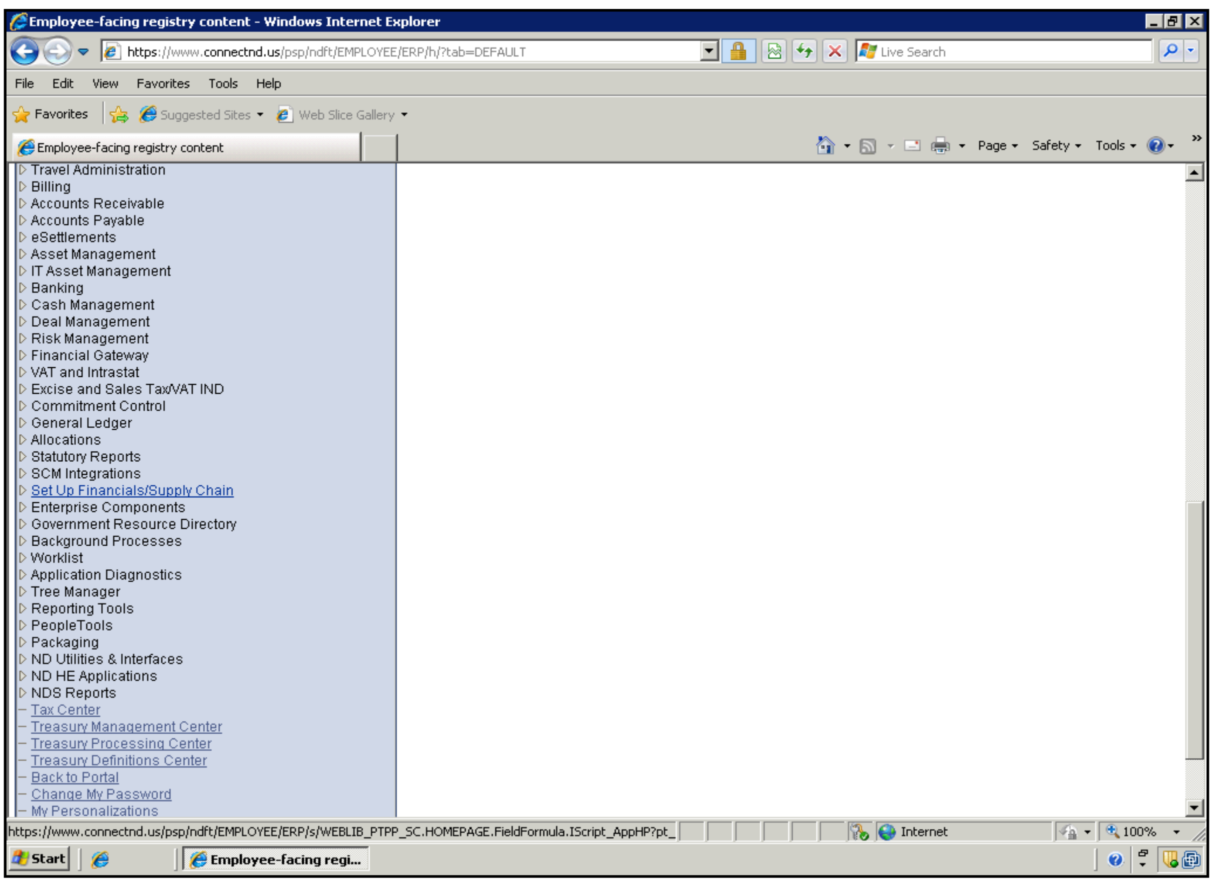
Navigation: Set Up Financials/Supply Chain > Common Definitions > Activities > Define Activities

Standard activities are activities that numerous projects have in common. They can be set up so when adding activities to a project, the activity and description can be looked up and used rather than typed into the activity ID and description space.

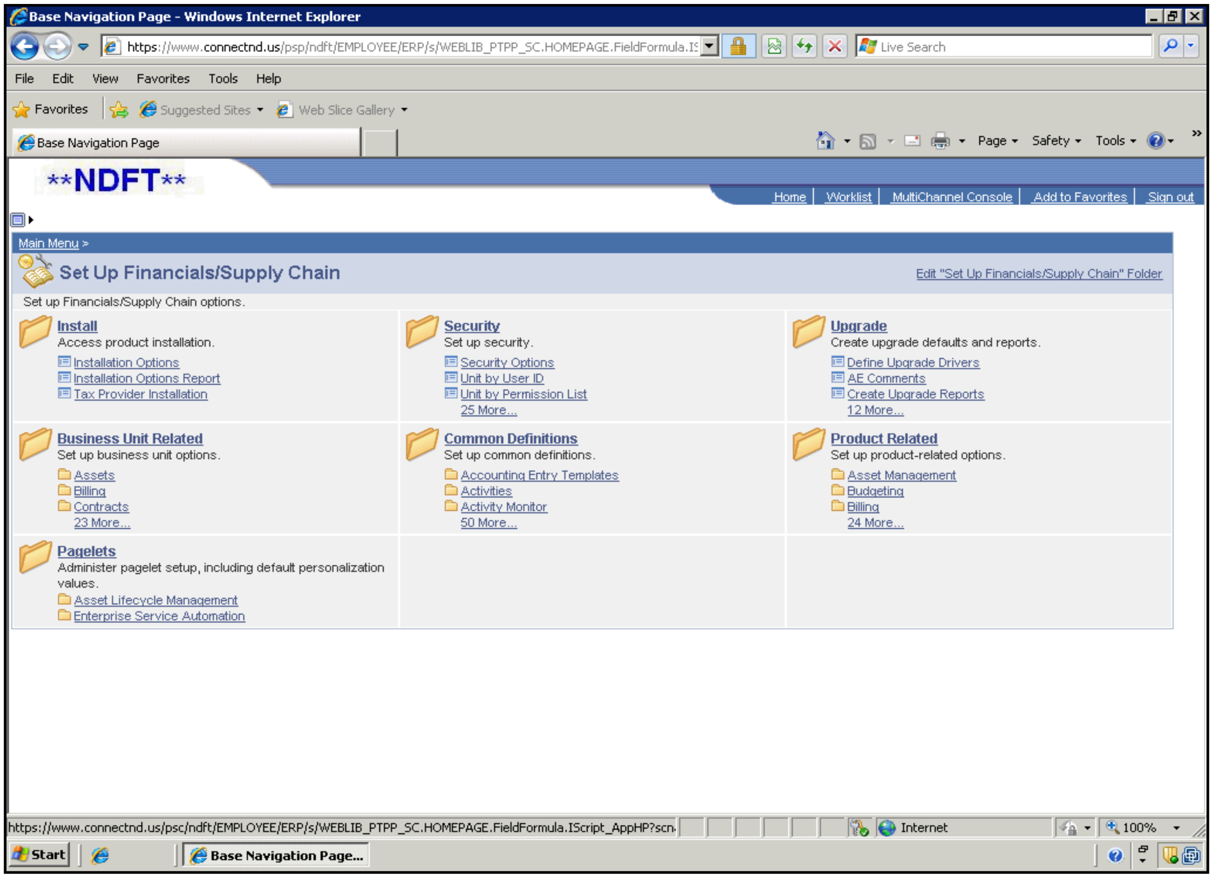
If you use standard activities for a project, you *cannot* add new activity ID's that are not set up as standard activities.

Procedure

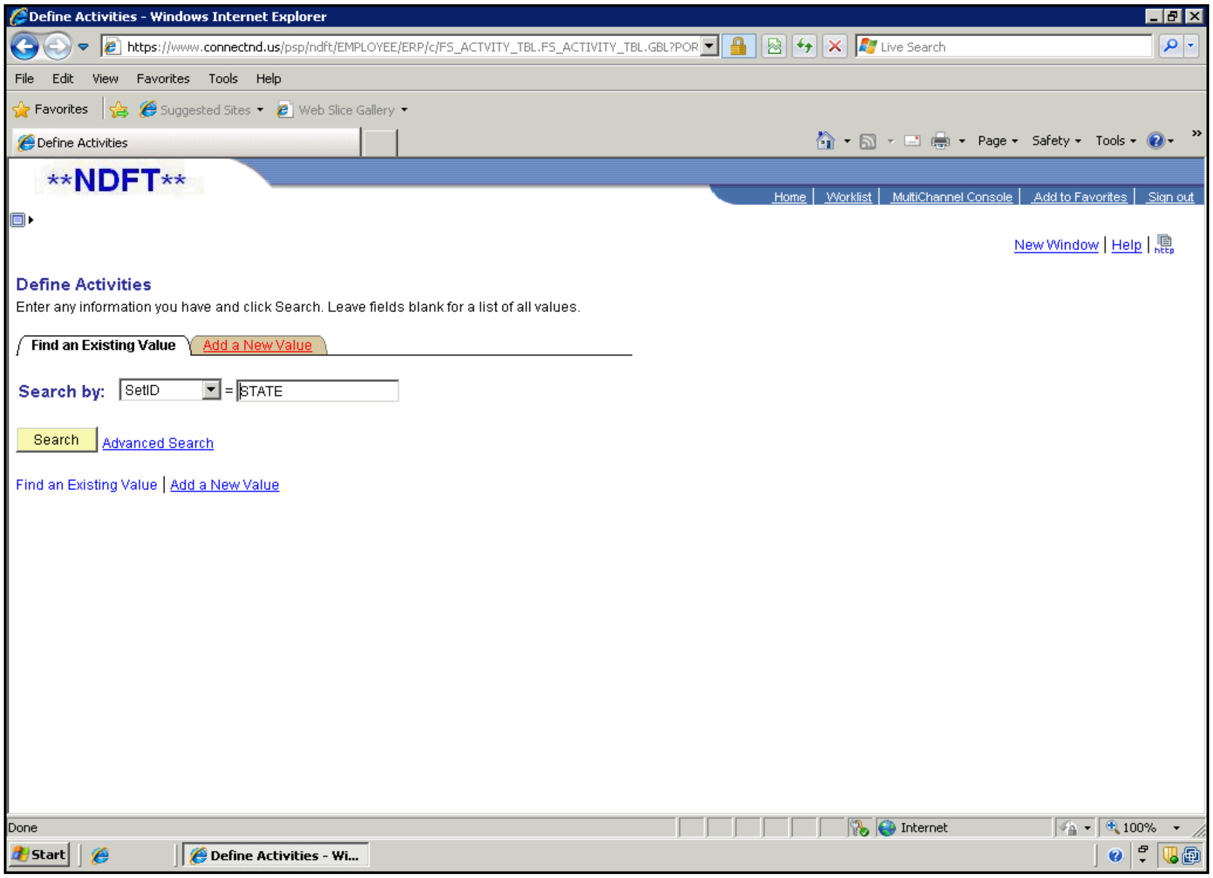
Standard Activities are activities numerous projects have in common.



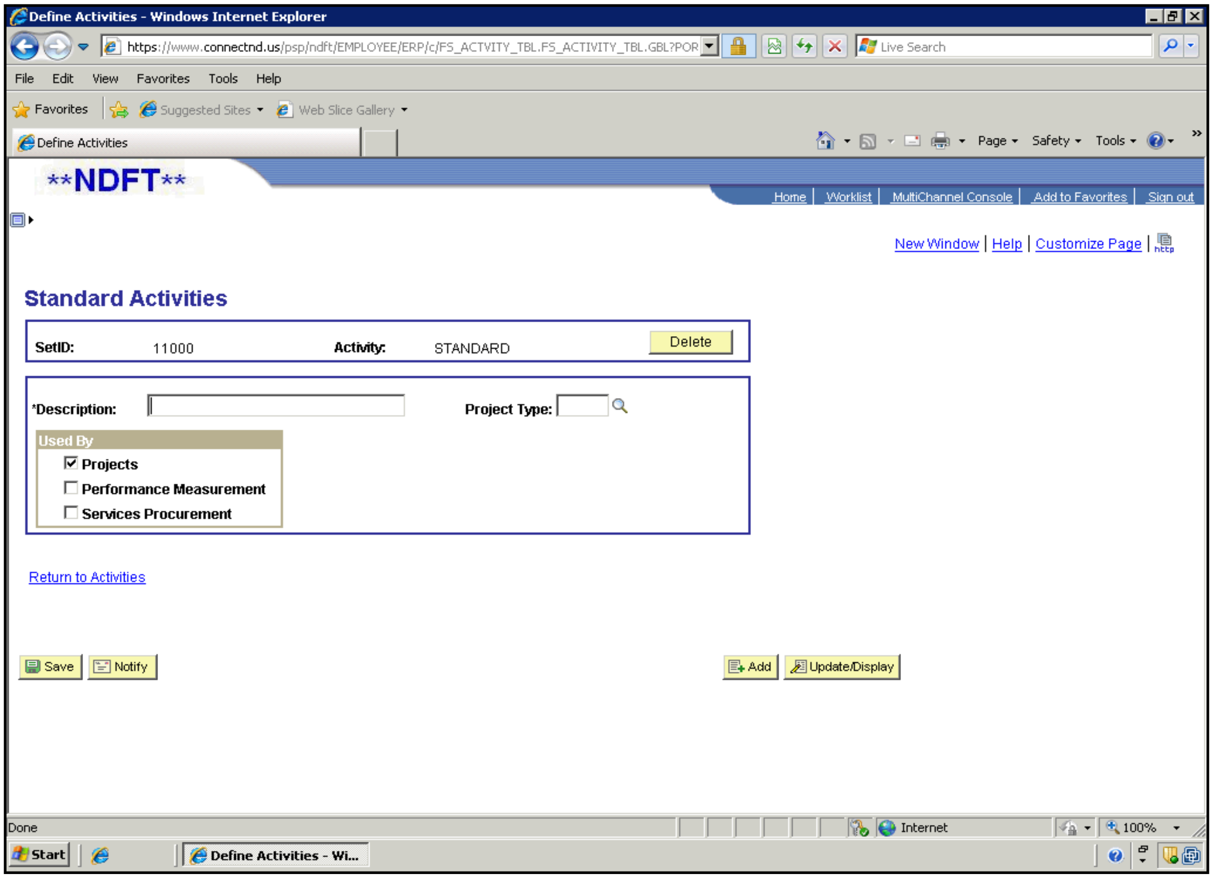
Step	Action
1.	Click the **Set Up Financials/Supply Chain** link. Set Up Financials/Supply Chain

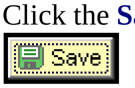


Step	Action
2.	Click the **Common Definitions** link. Common Definitions
3.	Click the **Activities** link. Activities
4.	Click the **Define Activities** link. Define Activities



Step	Action
5.	Click the **Add a New Value** tab. Add a New Value
6.	Enter the desired information into the **Activity** field. Enter "**Standard**". This will be the name of the activity.
7.	Click the **Add** button. Add



Step	Action
8.	Enter the desired information into the **Description** field. Enter "**Standard Activities**".
9.	If you want to look up or change the status of a Standard Activity, refer to Create Activities from Activity Definition - Topic 10.3.2. Click the **Save** button. 
10.	This topic showed how to Create Standard Activities. **End of Procedure.**

ST 10.3.4 - Create Activity Types

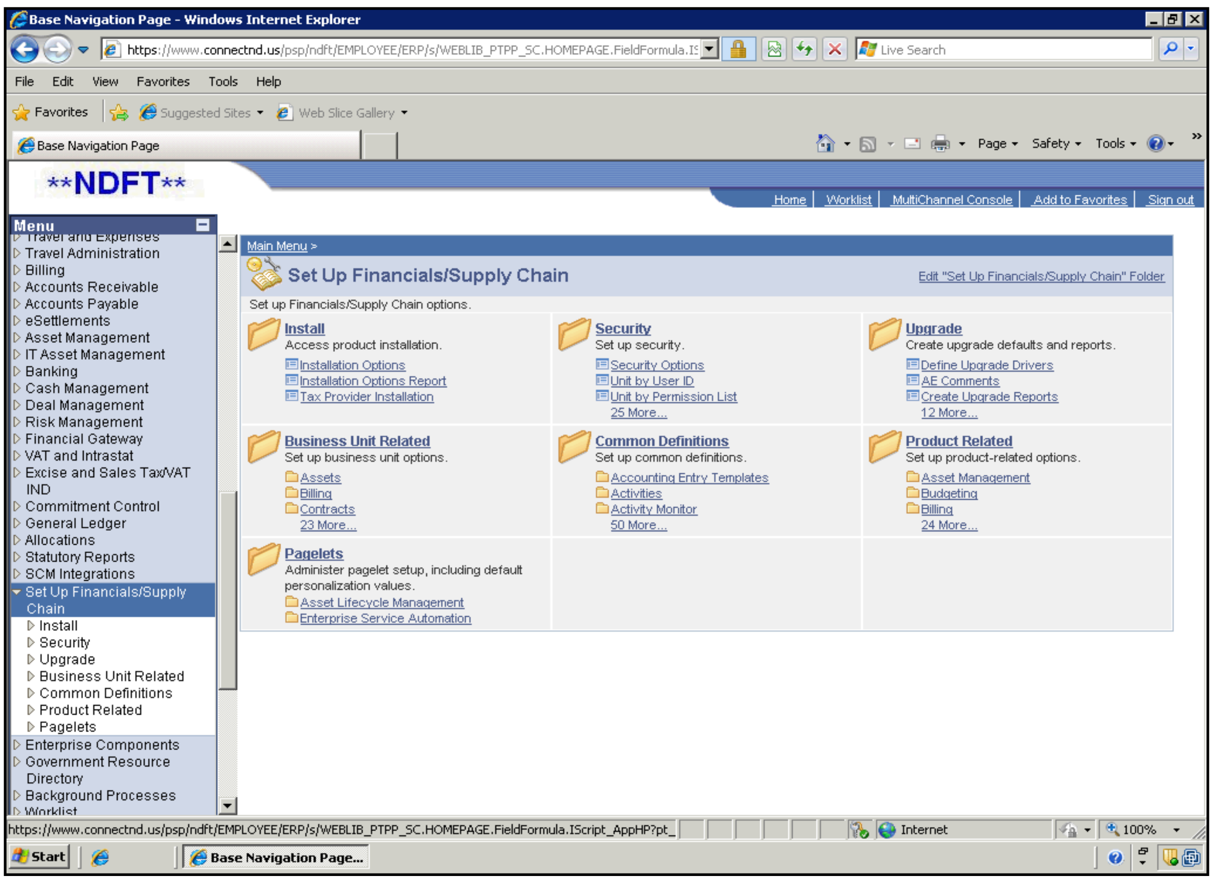
Create Activity Types

Navigation: <u>Set Up Financials/Supply Chain > Product Related > Project Costing > Activity Options > Activity Types</u>

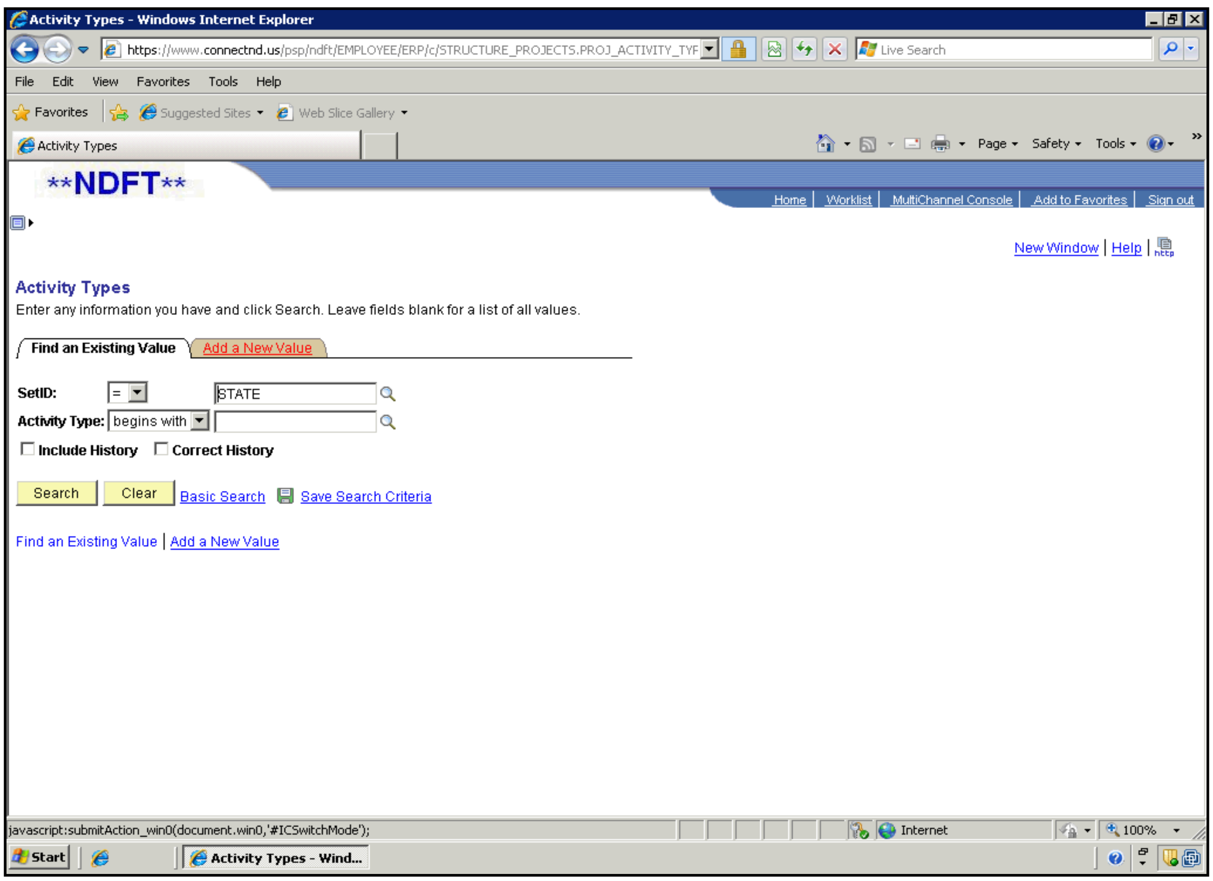
Activity types are a roll up of activities. Activity types can be used with any activity across projects.

Procedure

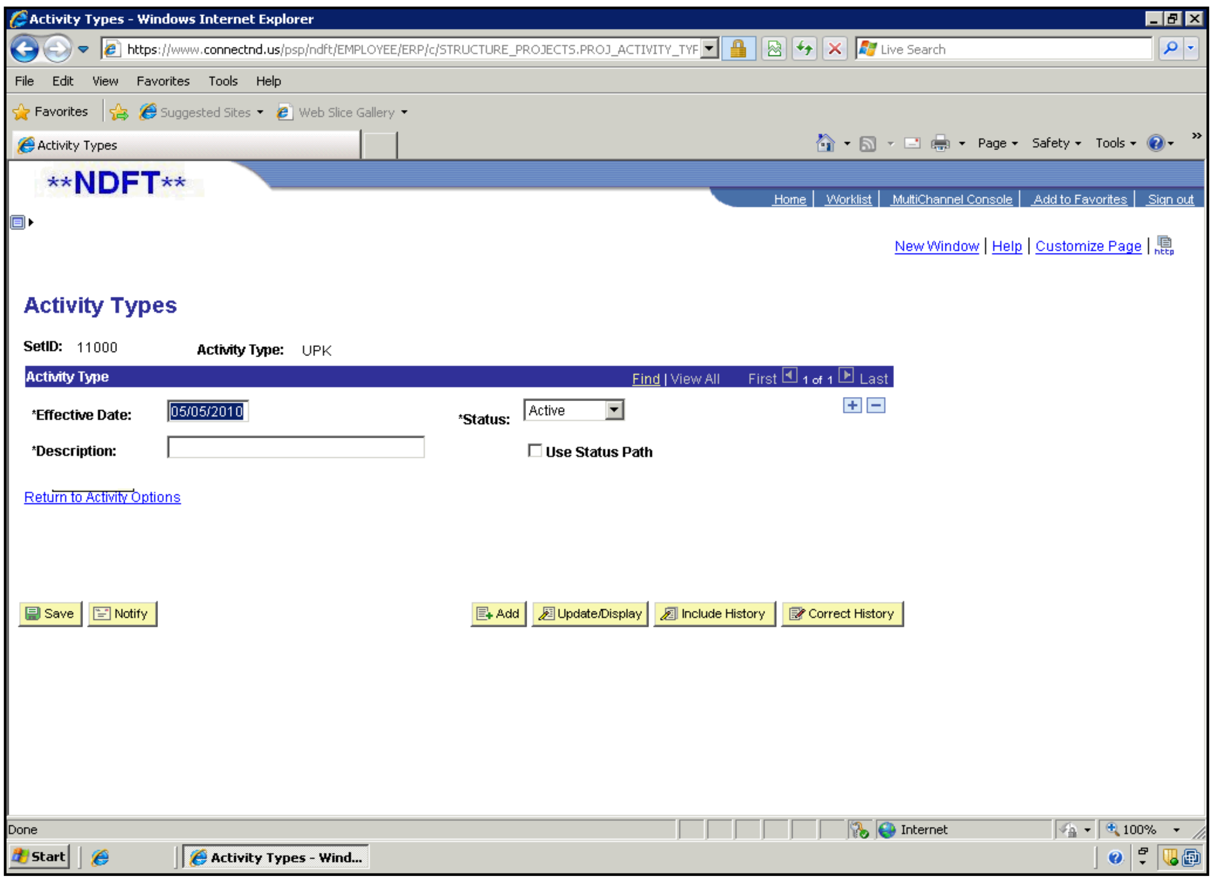
This topic shows how to Create Activity Types.



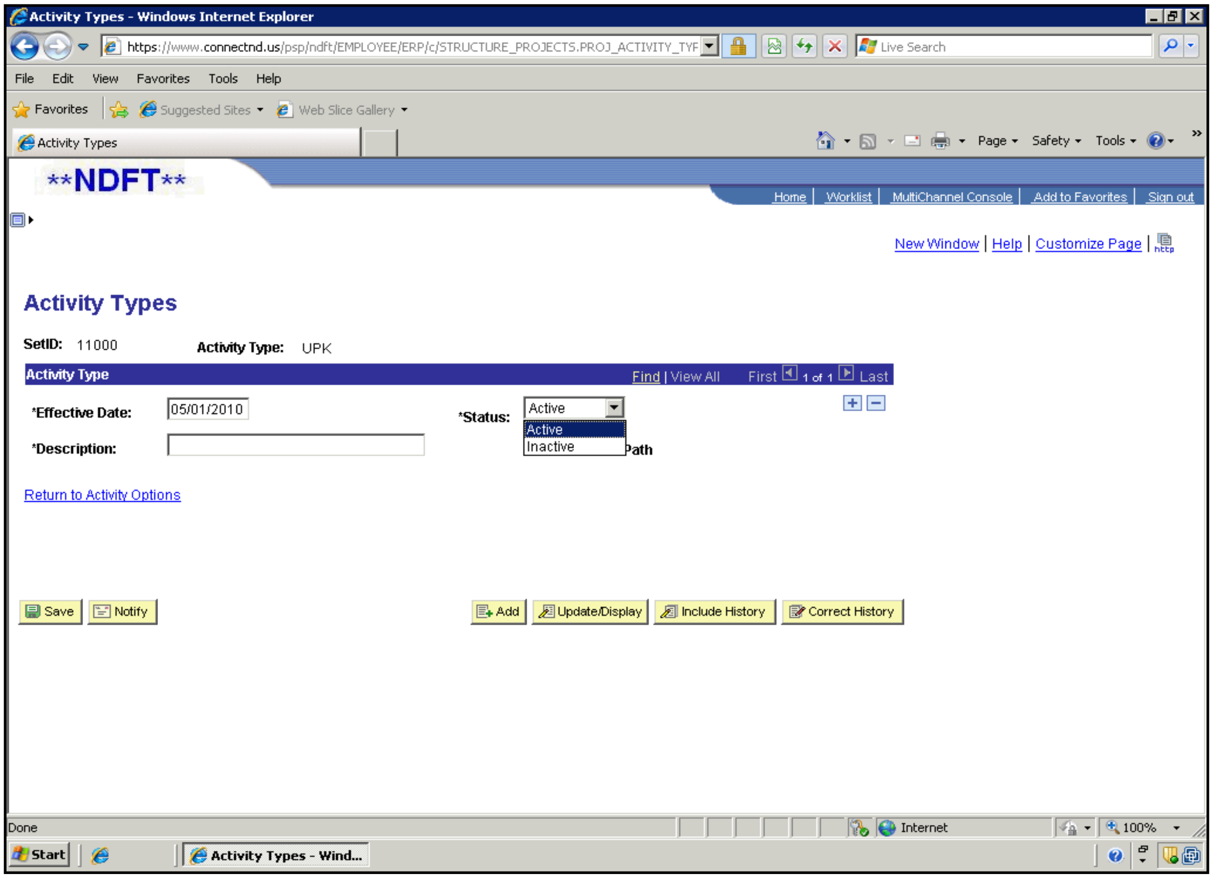
Step	Action
1.	Click the **Set Up Financials/Supply Chain** link. Set Up Financials/Supply Chain
2.	Click the **Product Related** link. Product Related
3.	Click the **Project Costing** link. Project Costing
4.	Click the **Activity Options** link. Activity Options
5.	Click the **Activity Types** link. Activity Types



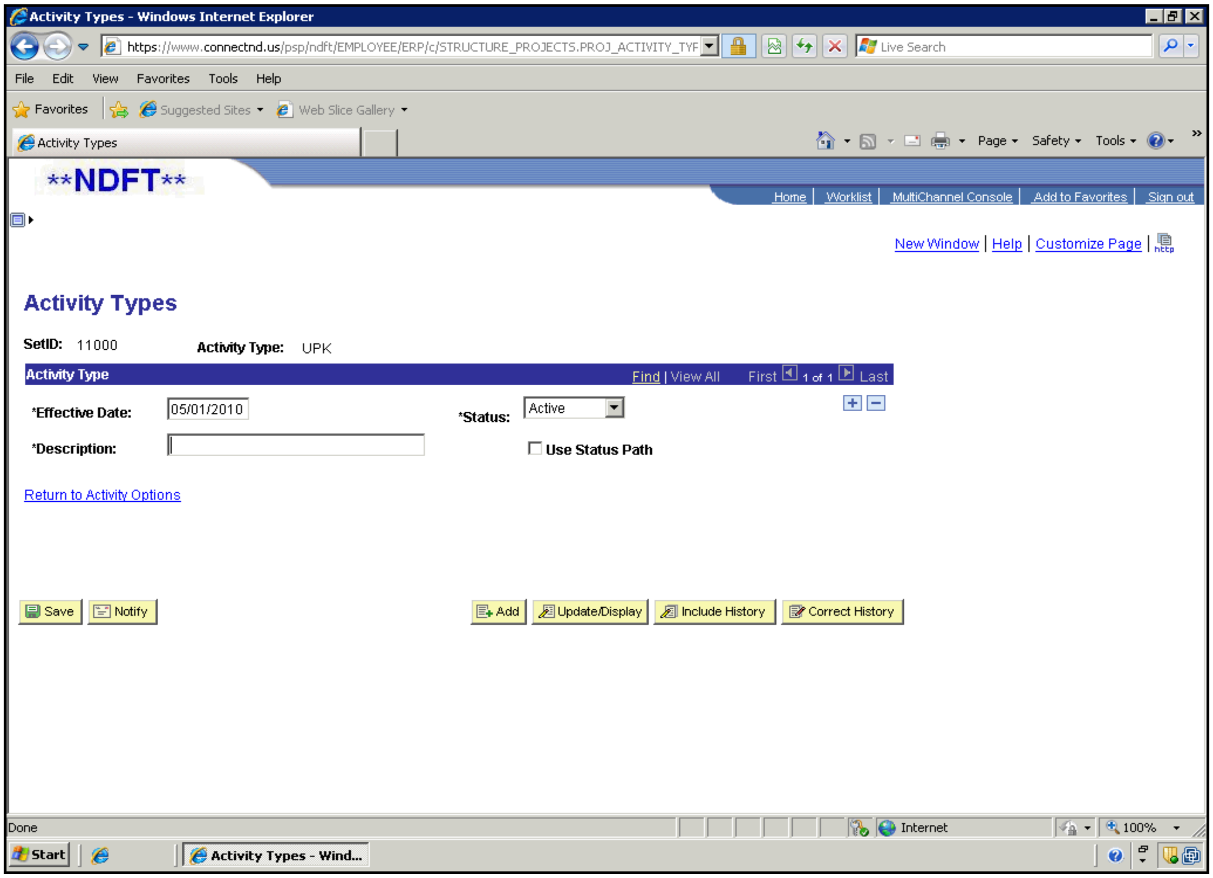
Step	Action
6.	Click the **Add a New Value** tab. Add a New Value
7.	Name your Activity Type: up to 5 characters alpha and/or numeric. Enter the desired information into the **Activity Type** field. Enter "**UPK**".
8.	Click the **Add** button. Add



Step	Action
9.	Enter the date you wish to start using the Activity Type. Enter the desired information into the **Effective Date** field. Enter "**05/01/2010**".



Step	Action
10.	The Status defaults to Active. This is also where you would Inactivate the Activity Type, when necessary. Use the (plus) + button to add another (For example, the Inactive Effective Date). Click the **Active** list item. 



Step	Action
11.	Enter the desired information into the **Description** field. Enter "**Training**".
12.	Click the **Save** button. 
13.	This topic showed how to Create Activity Types. **End of Procedure.**

ST Lesson 10.4 - Transaction Types

Transaction Types

Transaction Types are used with Transactions (Deposits, Journals, Accounts Payable). They can be used with any project or activity that you have used in the transaction. It's not limited to specific projects or transactions.

Agencies may use types for transactions that are recorded under separate projects in order to group certain transactions together.

There are 3 types you can use for various roll ups of transactions:

- Source
- Category
- Subcategory

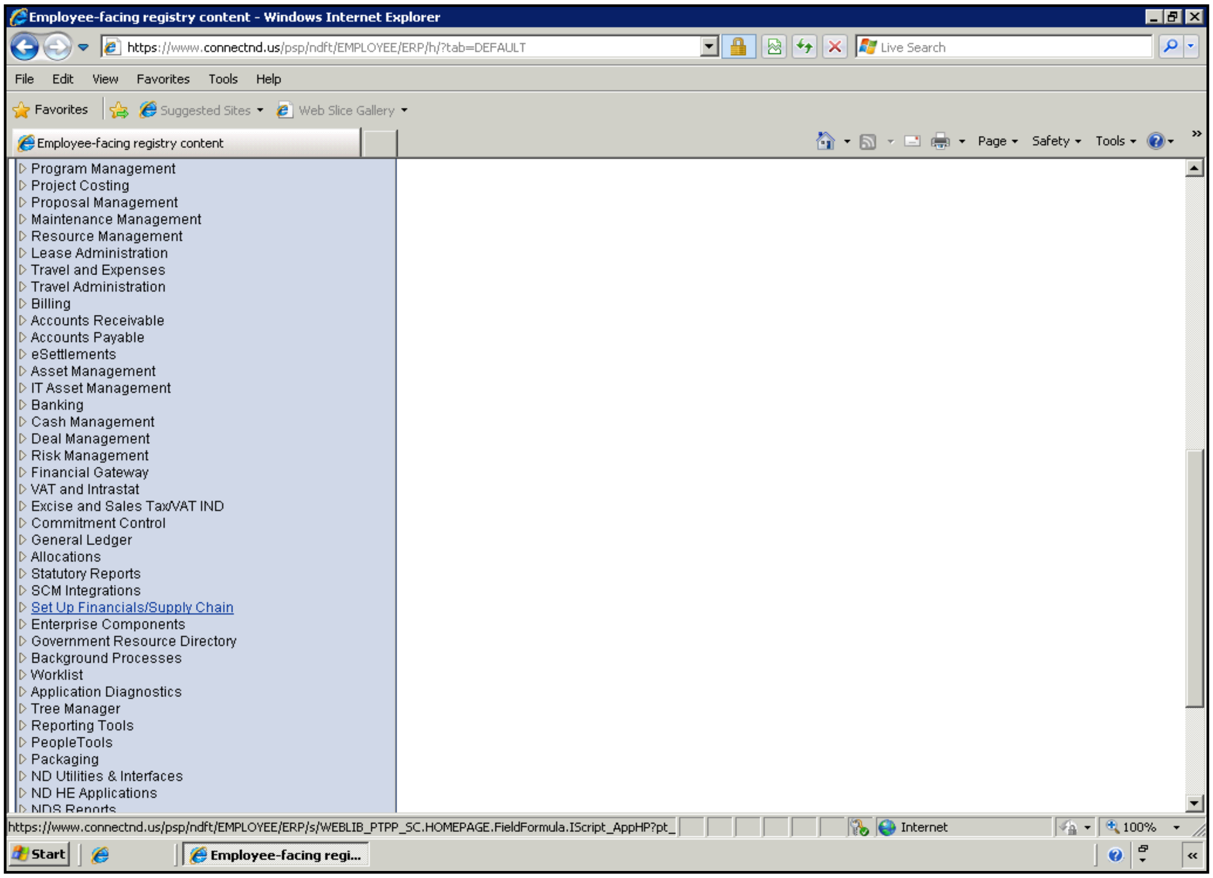
ST 10.4.1 - Add Source

Add Source

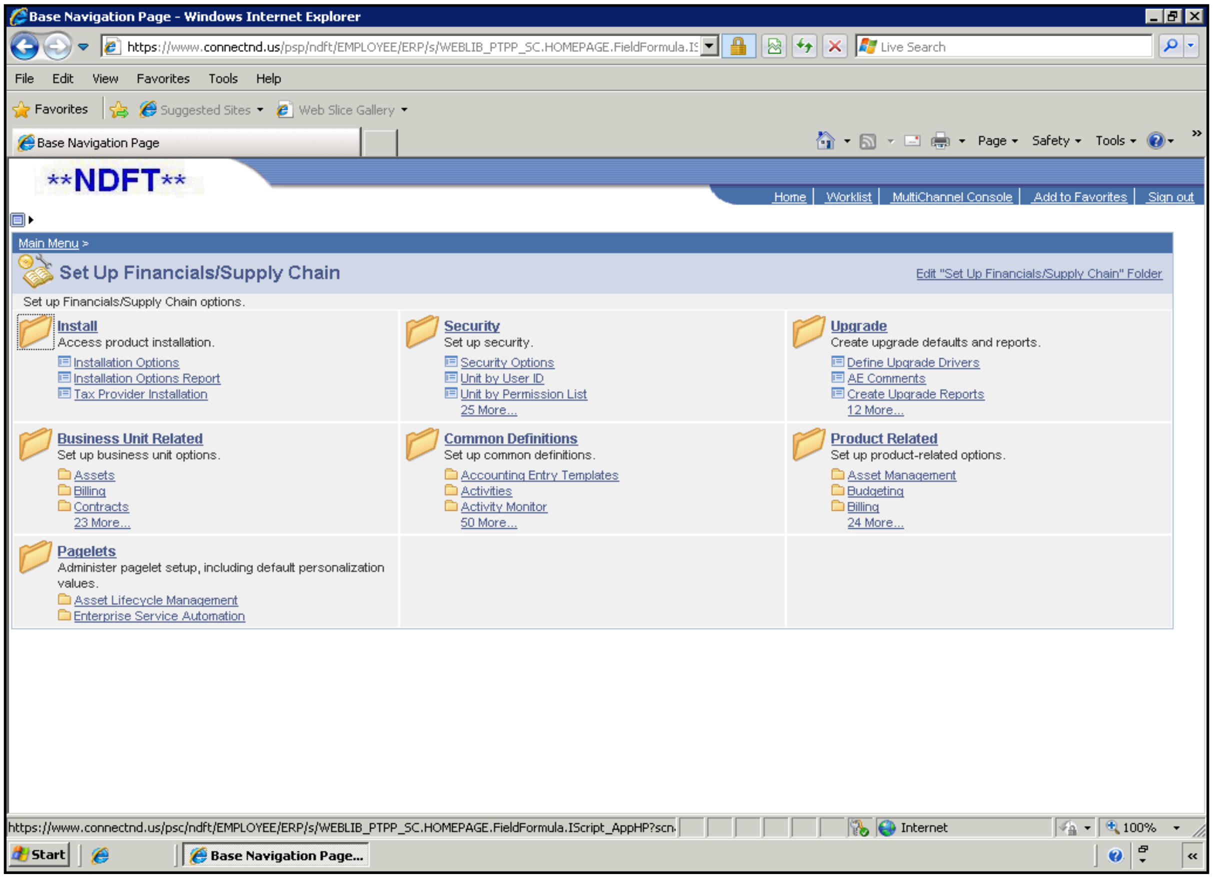
Navigation: Set Up Financials/Supply Chain > Product Related > Project Costing > Transaction Options > Source Types

Procedure

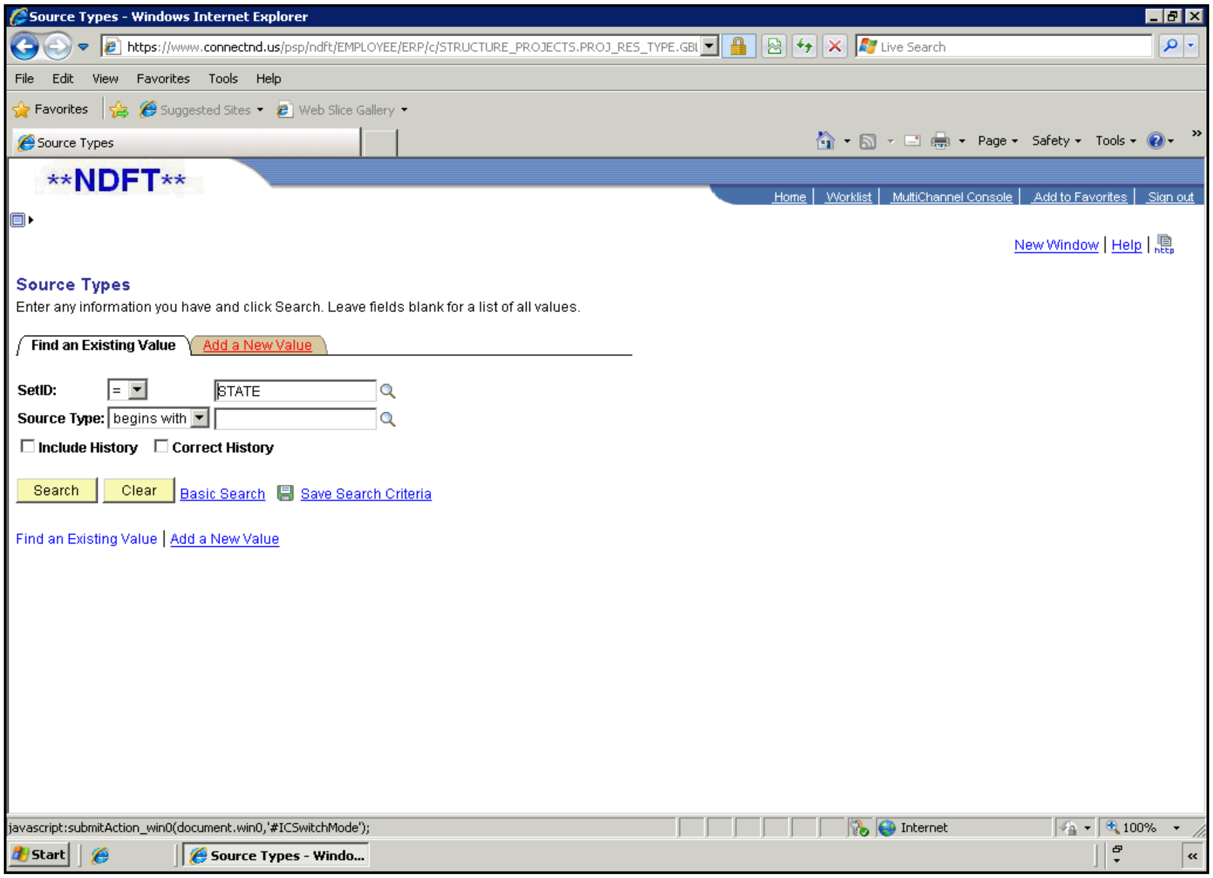
This topic shows how to Add a Source.



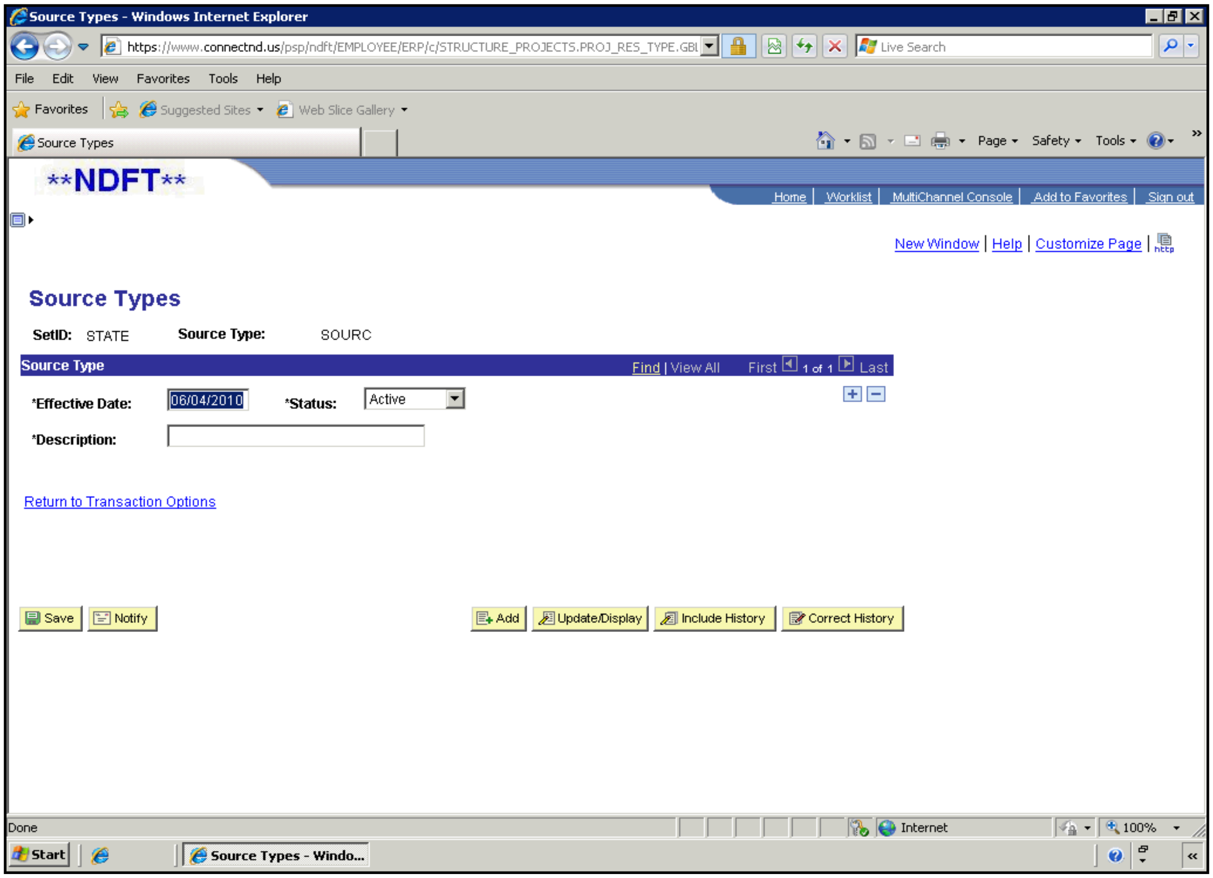
Step	Action
1.	Click the **Set Up Financials/Supply Chain** link. ▷ Set Up Financials/Supply Chain

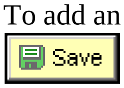


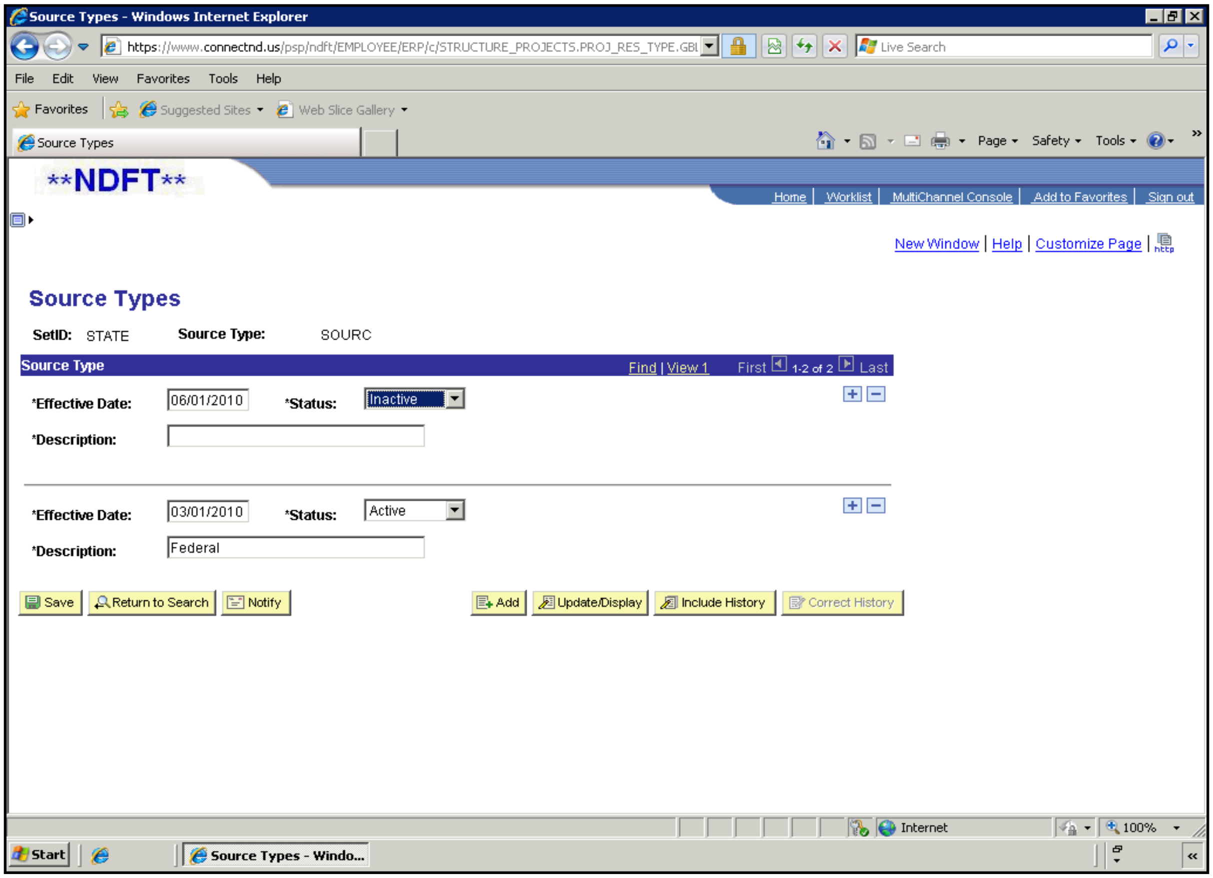
Step	Action
2.	Click the **Product Related** link. Product Related
3.	Click the **Project Costing** link. Project Costing
4.	Click the **Transaction Options** link. Transaction Options
5.	Click the **Source Types** link. Source Types



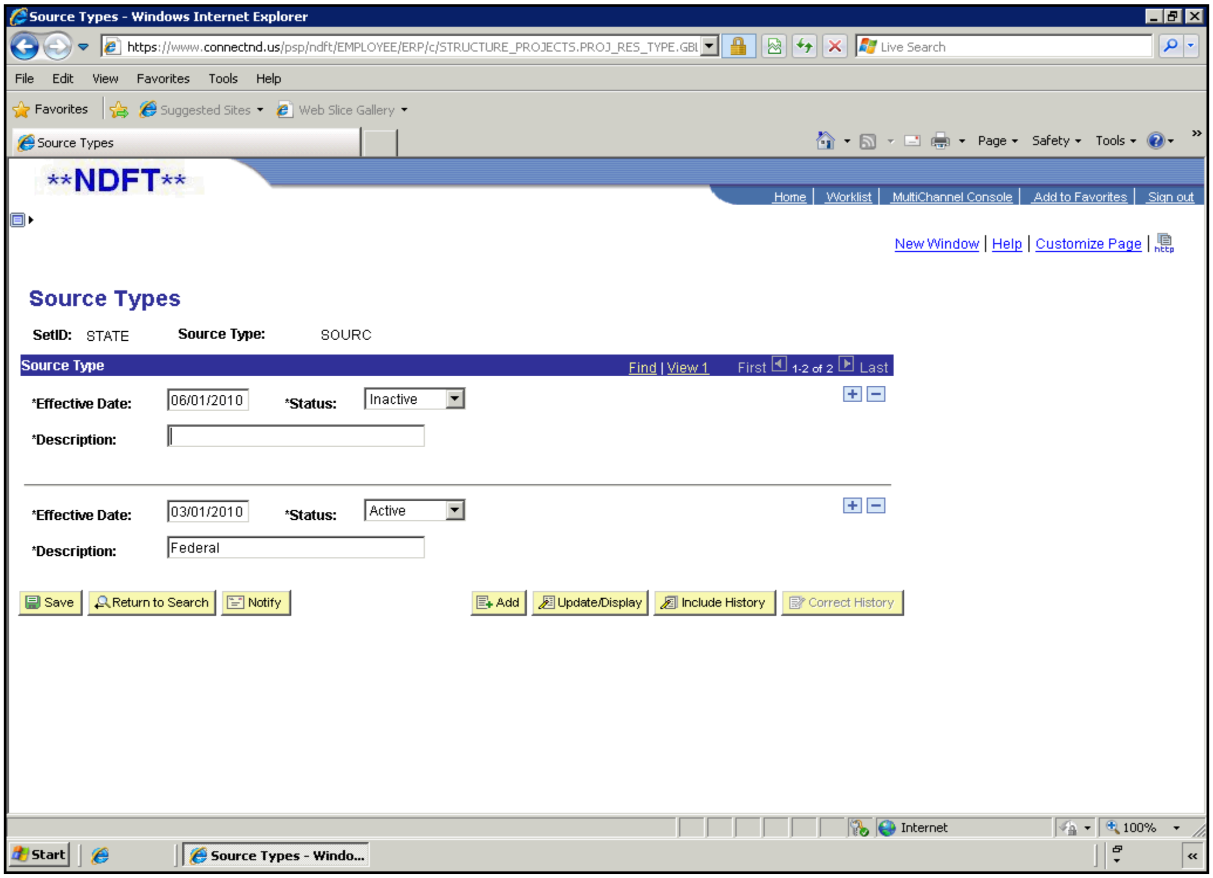
Step	Action
6.	Click the **Add a New Value** tab. Add a New Value
7.	Name the source type, up to 5 characters - alpha or numeric. Enter the desired information into the **Source Type** field. Enter "**Sourc**".
8.	Click the **Add** button. Add



Step	Action
9.	Fill in the date you want the Source Type to be effective. The Status will default to Active. Enter the desired information into the **Effective Date** field. Enter "**03/01/2010**".
10.	Enter the desired information into the **Description** field. Enter "**Federal**".
11.	Click the **Save** button if the Status is complete. To add an Inactive Effective Date, proceed to next step. 
12.	To change the status of the source type, you need to add a new row. Click the **Add a new row at row 1 (Alt+7)** button. 
13.	Enter the desired information into the **Effective Date** field. Enter "**06/01/2010**".



Step	Action
14.	Click the **Inactive** list item. 



Step	Action
15.	Enter the desired information into the **Description** field. Enter "**Federal**".
16.	Click the **Save** button. 
17.	This topic showed how to Add a Source. **End of Procedure.**

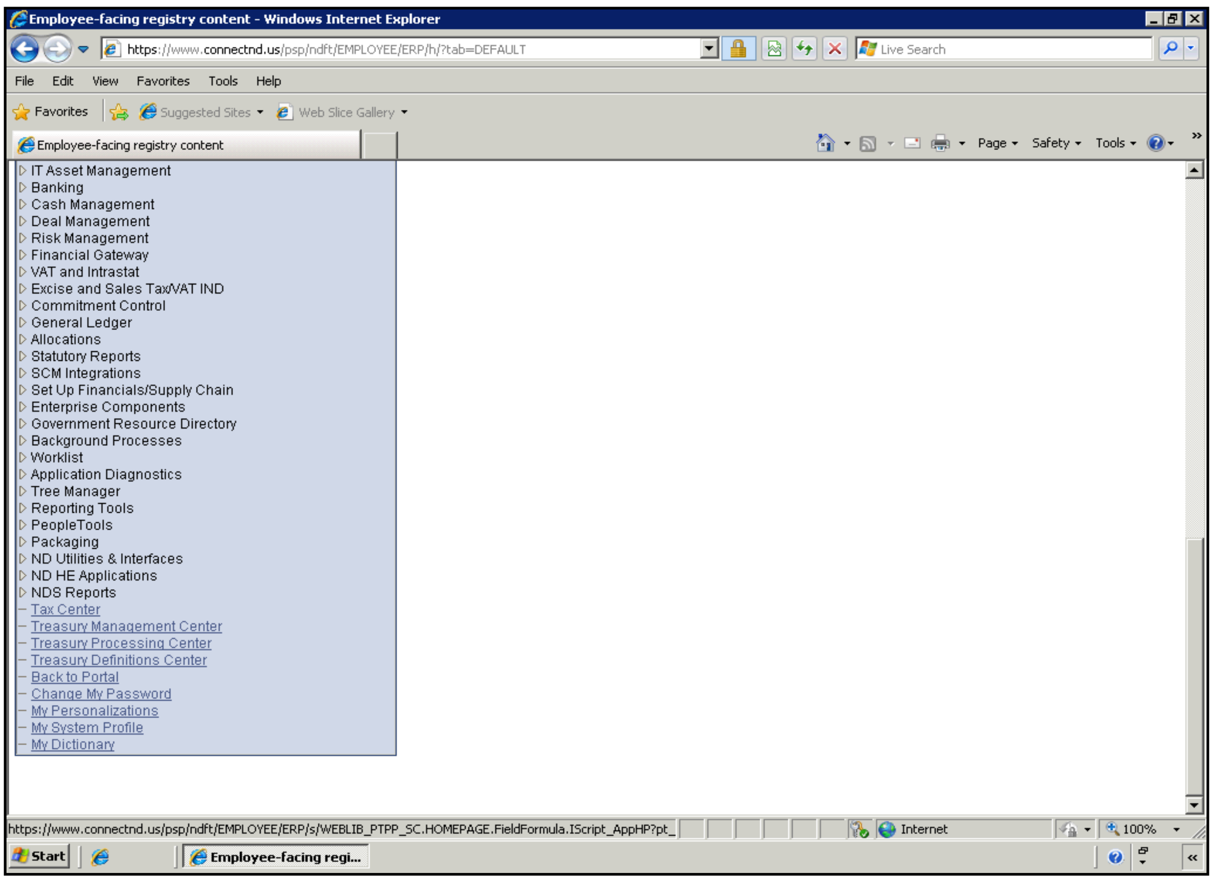
ST 10.4.2 - Add Category

Add Category

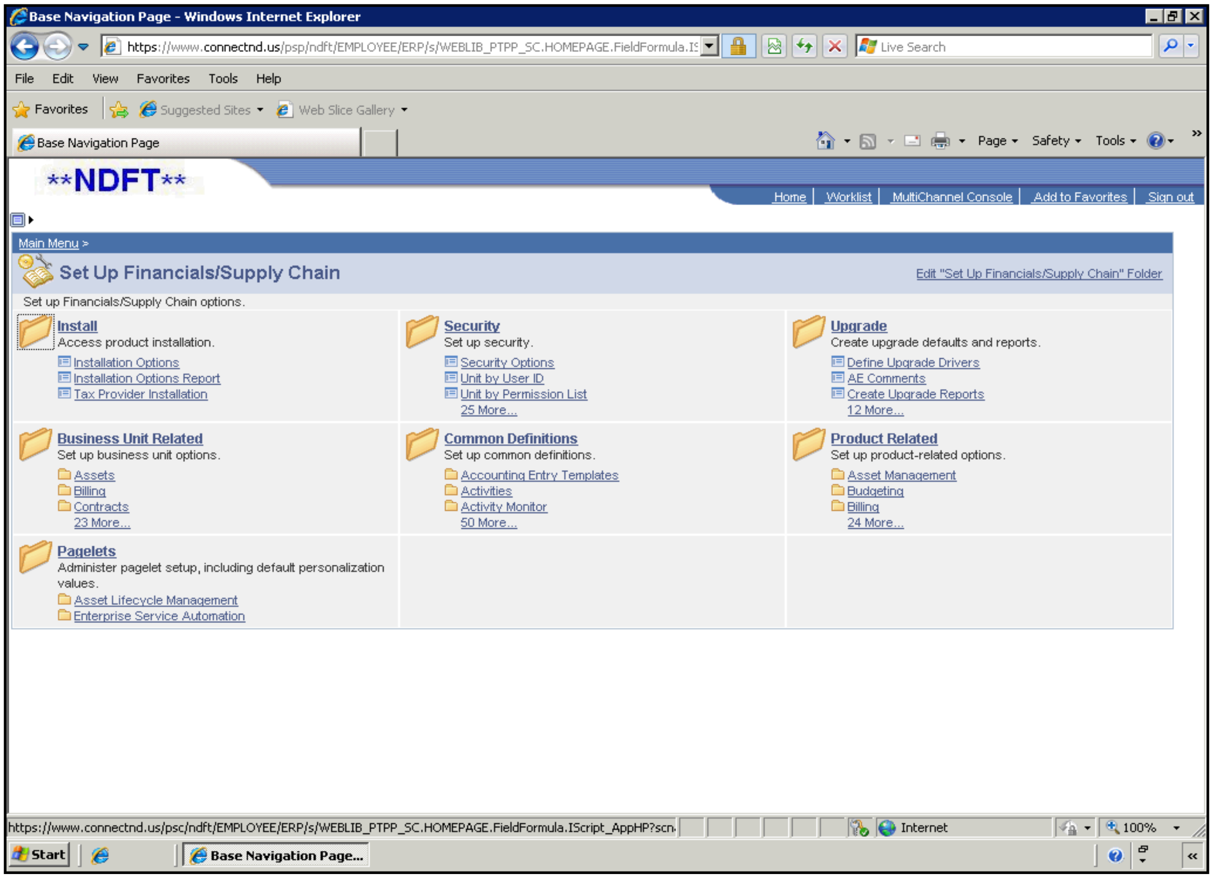
Navigation: Set Up Financials/Supply Chain > Product Related > Project Costing > Transaction Options > Categories

Procedure

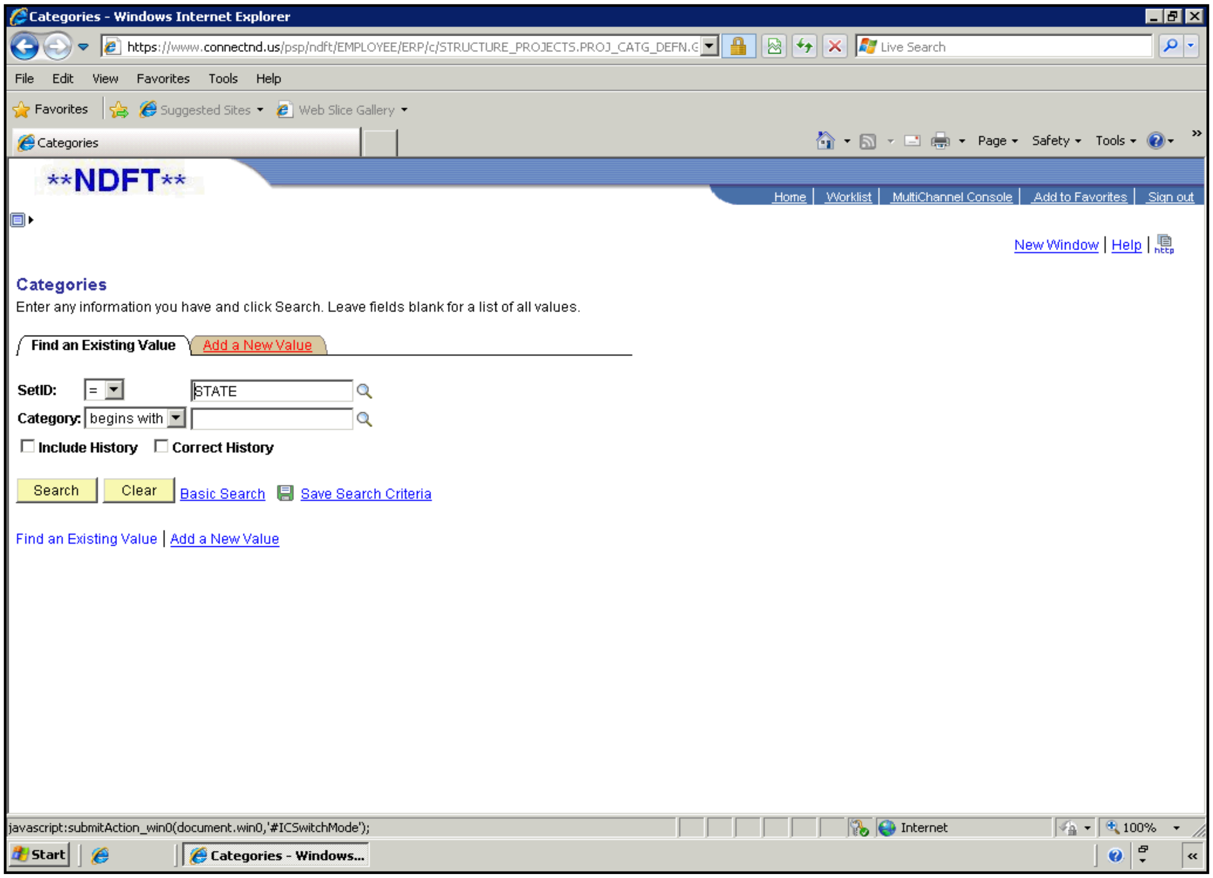
This topic shows how to Add a Category.



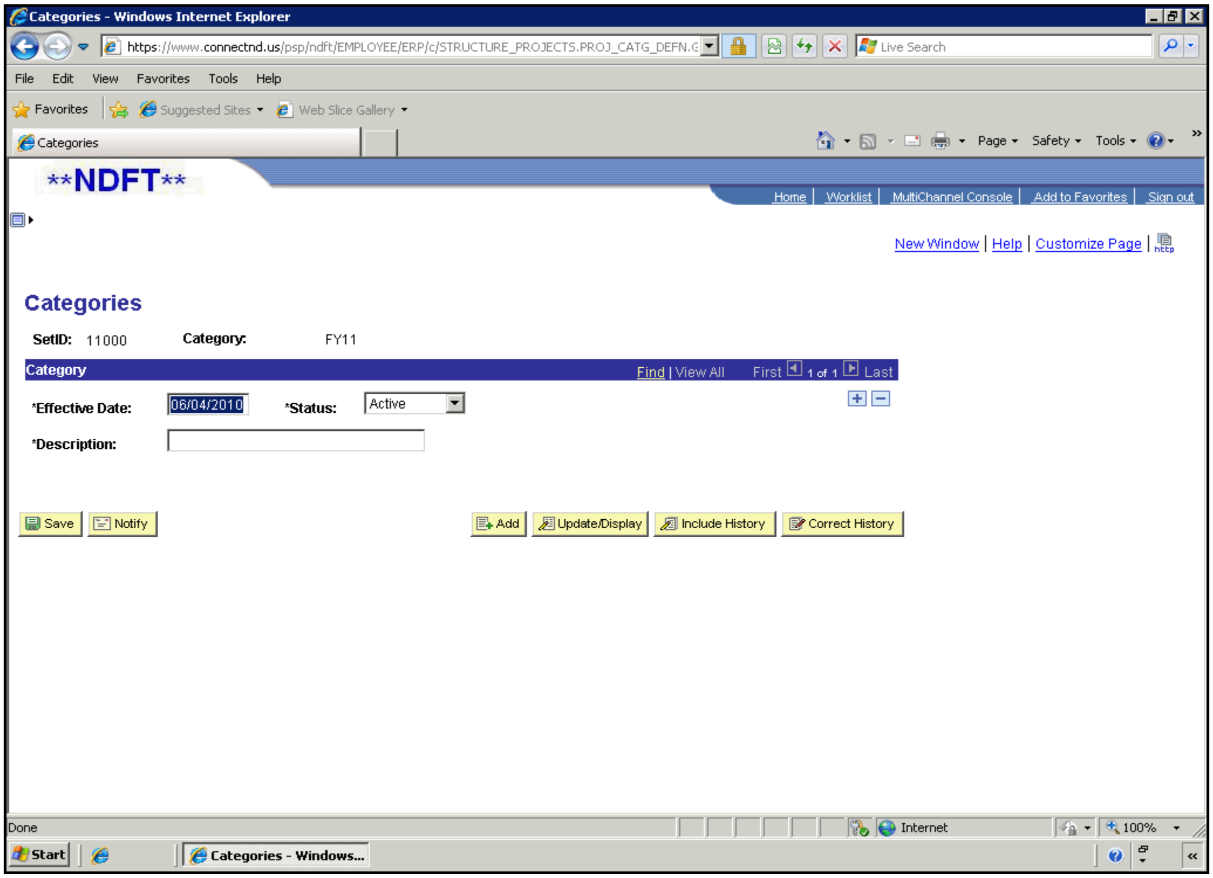
Step	Action
1.	Click the **Set Up Financials/Supply Chain** link. Set Up Financials/Supply Chain



Step	Action
2.	Click the **Product Related** link. Product Related
3.	Click the **Project Costing** link. Project Costing
4.	Click the **Transaction Options** link. Transaction Options
5.	Click the **Categories** link. Categories

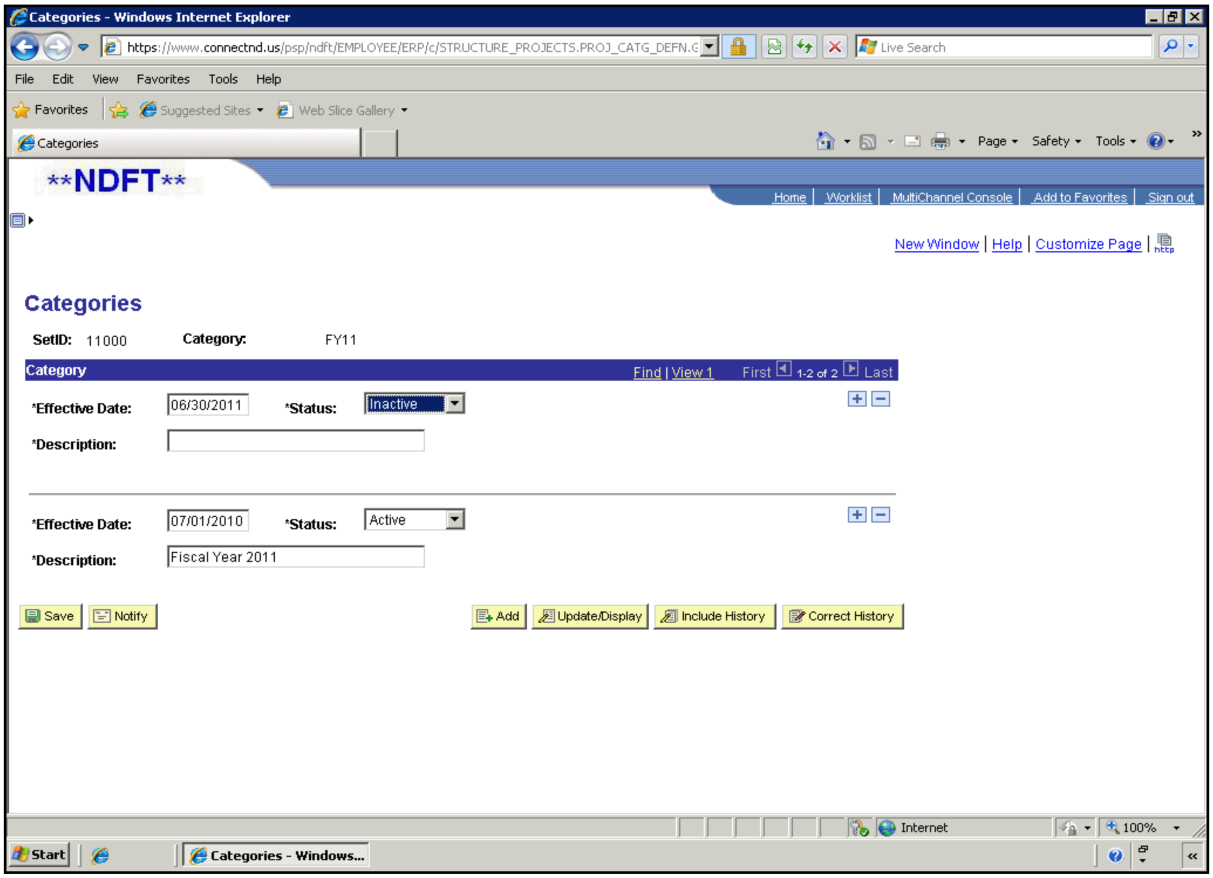


Step	Action
6.	Click the **Add a New Value** tab. Add a New Value
7.	Name the Category: up to 5 characters - alpha or numeric. Enter the desired information into the **Category** field. Enter "**FY11**".
8.	Click the **Add** button. Add

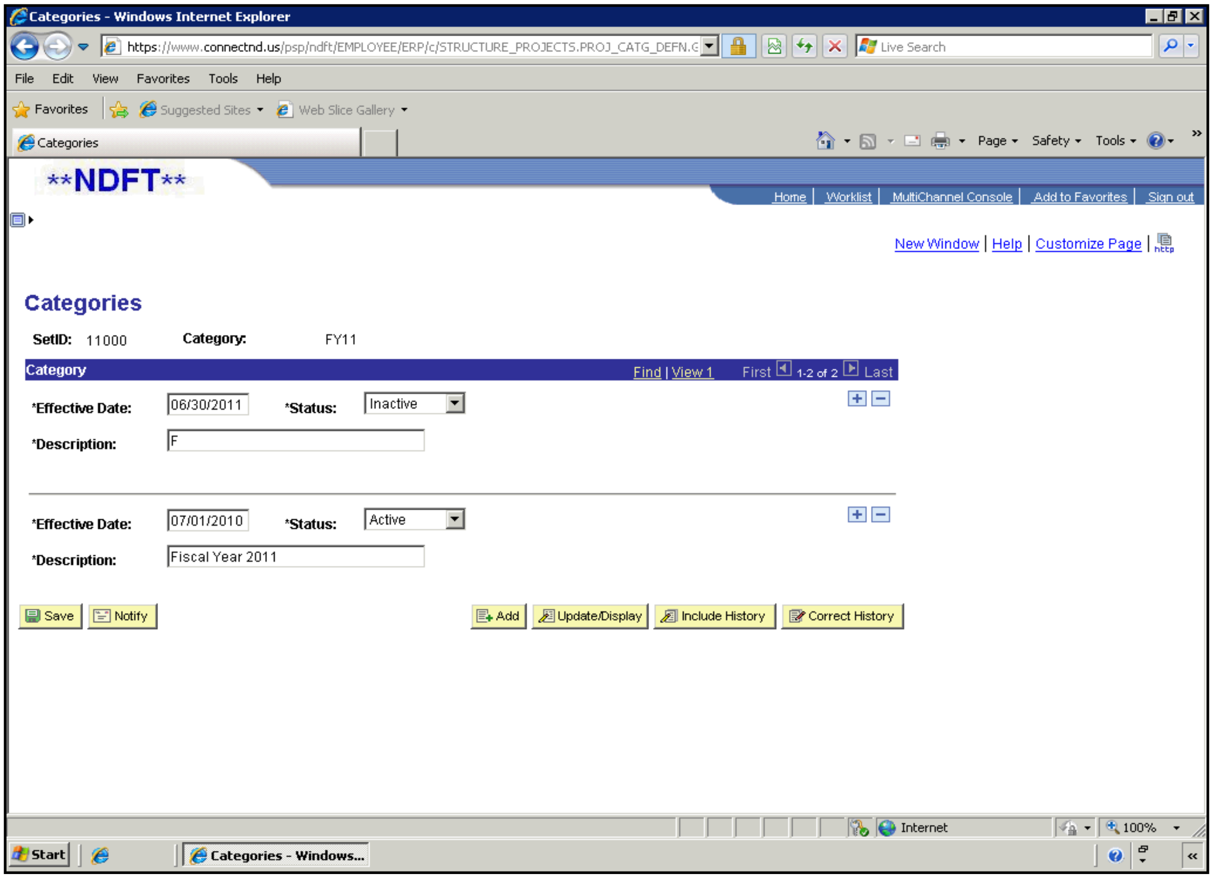


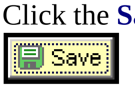
Step	Action
9.	Current date is the Default. Fill in the date you want the Category Status to be effective. Enter the desired information into the **Effective Date** field. Enter "**07/01/2010**".
10.	Enter the desired information into the **Description** field. Enter "**Fiscal Year 2011**".
11.	Click the **Save** button if the Status is complete. To add an Inactive Effective Date, proceed to next step. 
12.	Click the **Add a new row at row 1 (Alt+7)** button. 
13.	Click the **View All** link. 
14.	Enter the desired information into the **Effective Date** field. Enter "**06/30/2011**".

Step	Action
15.	Click the **Status** list. 



Step	Action
16.	Click the **Inactive** list item. 



Step	Action
17.	Enter the desired information into the **Description** field. Enter "**Fiscal Year 2011**".
18.	Click the **Save** button. 
19.	This topic showed how to Add a Category. **End of Procedure.**

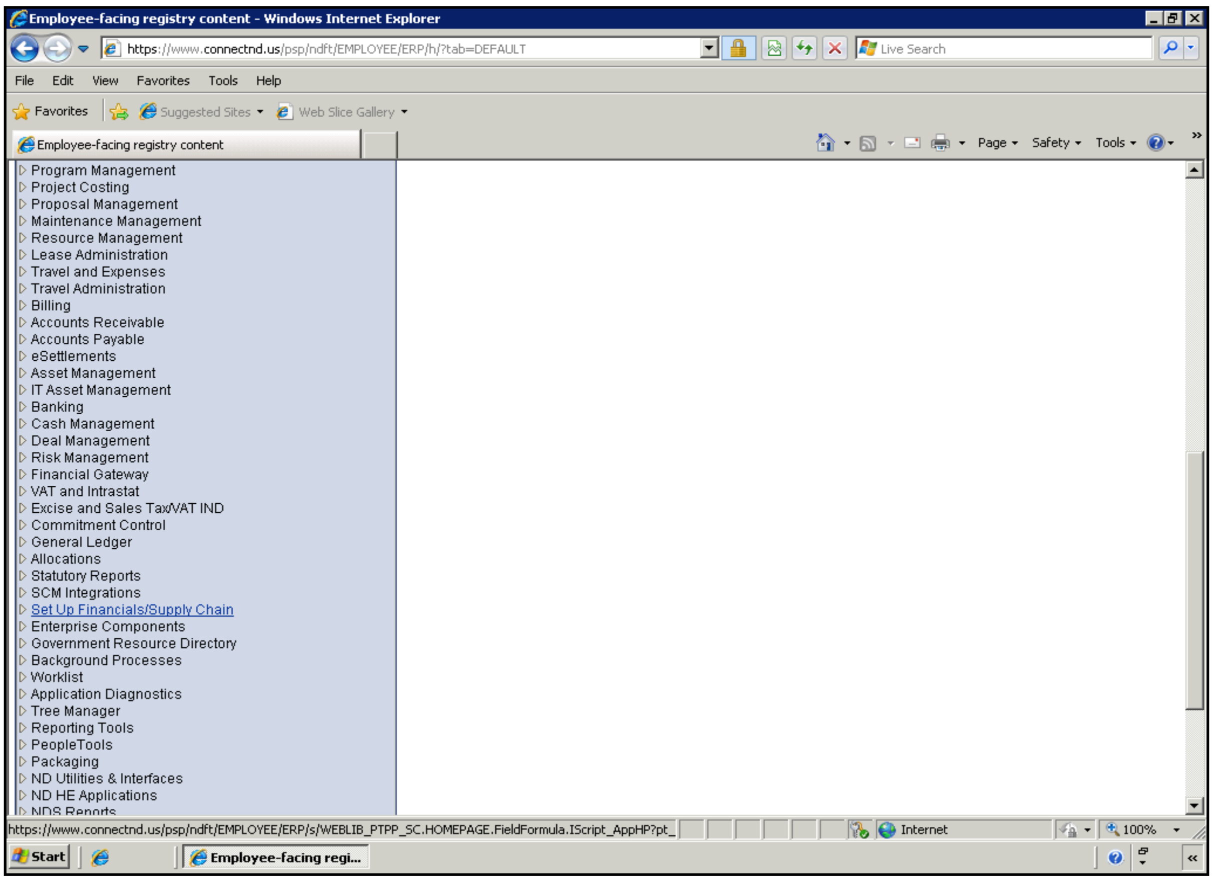
ST 10.4.3 - Add Subcategory

Add Subcategory

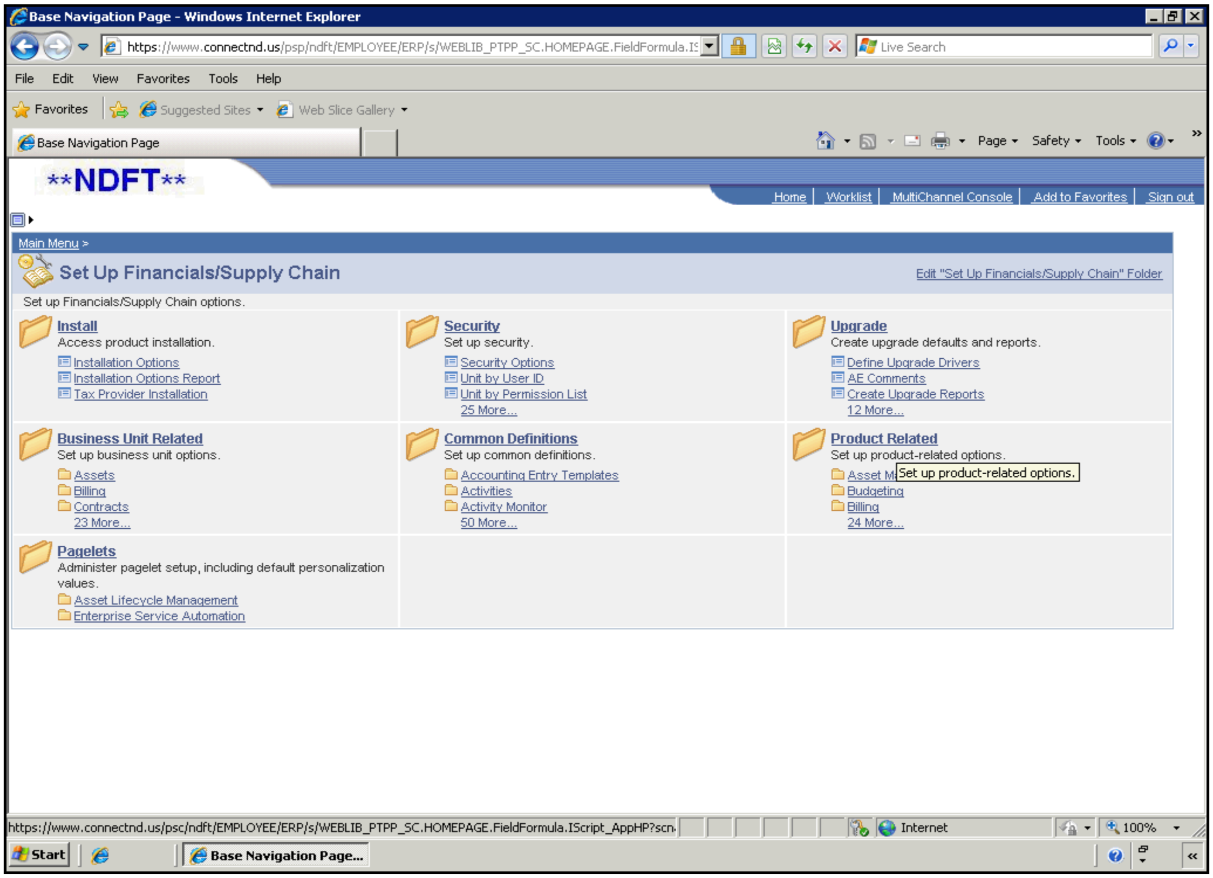
Navigation: Set Up Financials/Supply Chain > Product Related > Project Costing > Transaction Options > SubCategories

Procedure

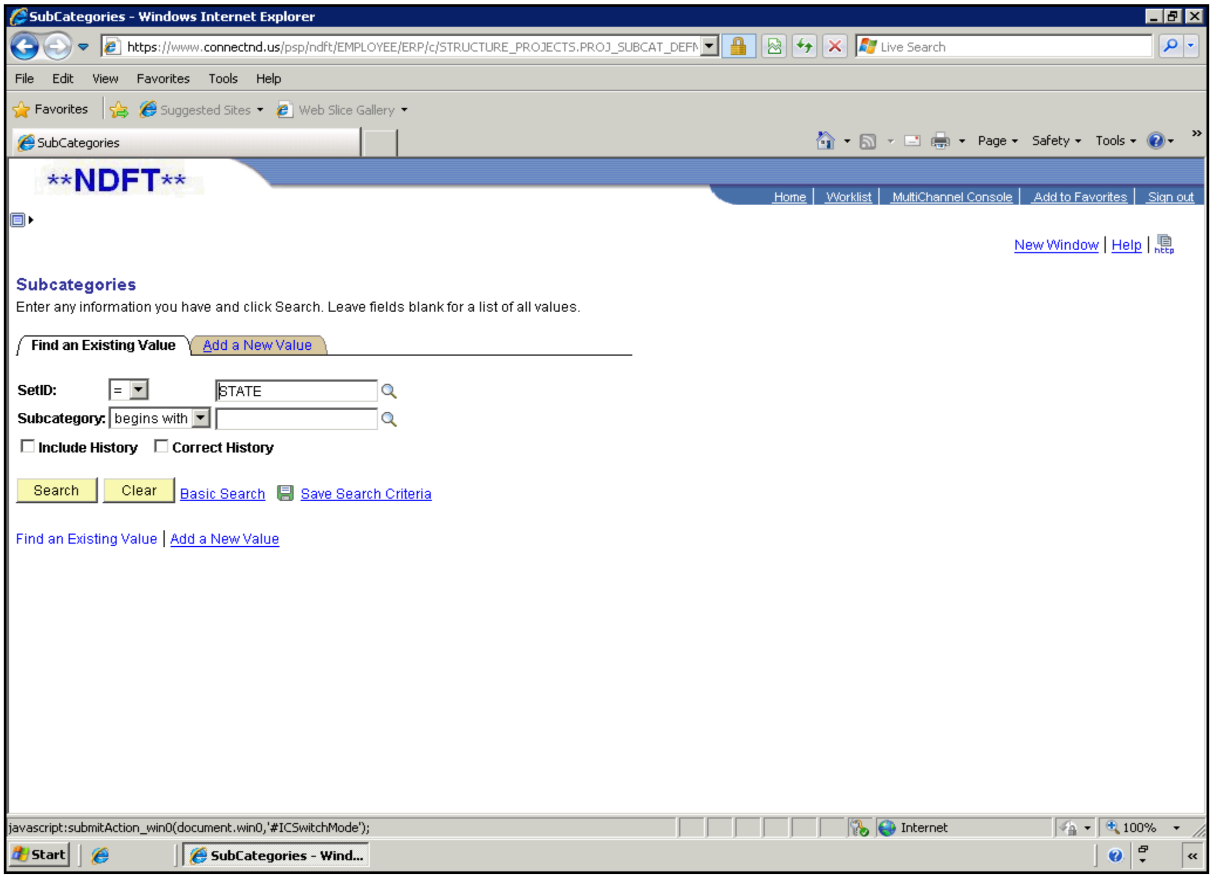
This topic shows how to Add a Subcategory.



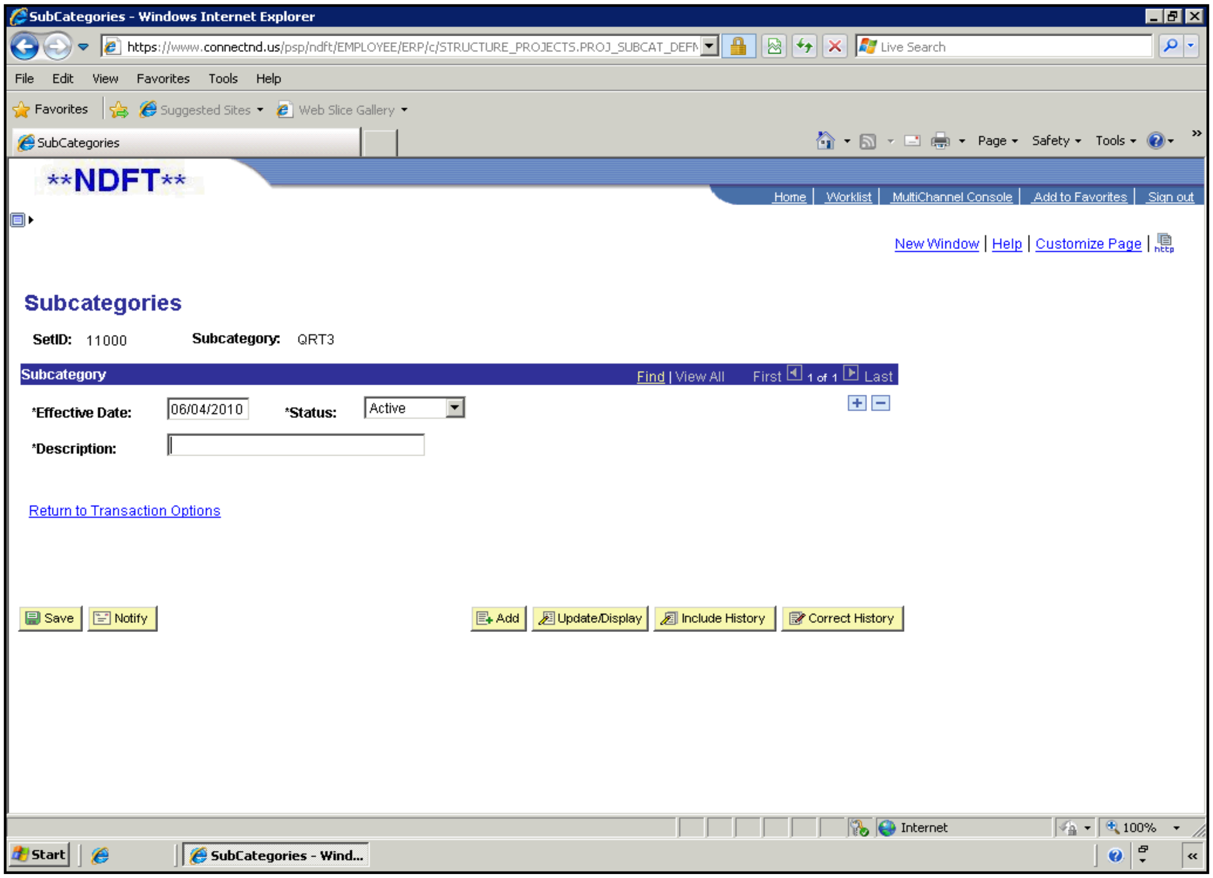
Step	Action
1.	Click the **Set Up Financials/Supply Chain** link. Set Up Financials/Supply Chain

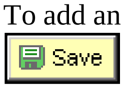


Step	Action
2.	Click the **Product Related** link. Product Related
3.	Click the **Project Costing** link. Project Costing
4.	Click the **Transaction Options** link. Transaction Options
5.	Click the **SubCategories** link. SubCategories

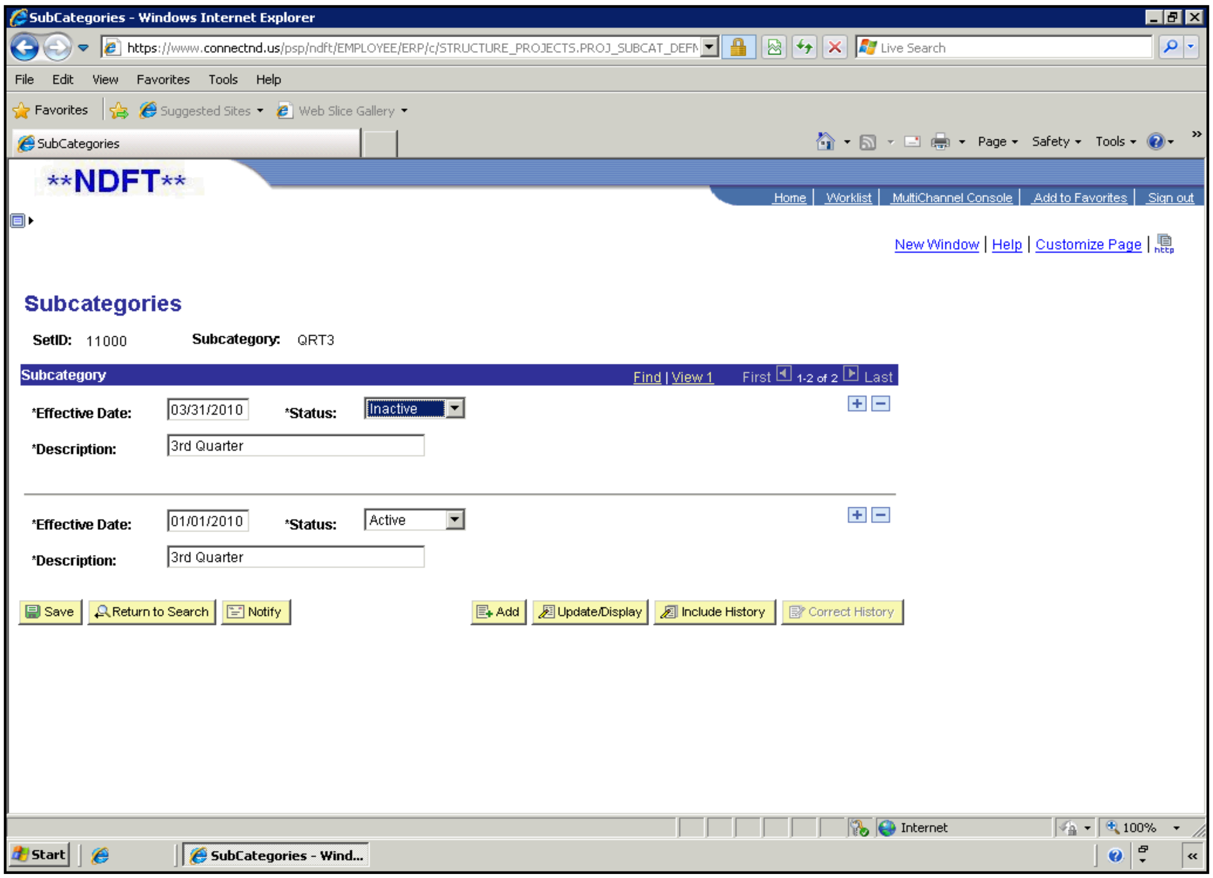


Step	Action
6.	Click the **Add a New Value** tab. Add a New Value
7.	Name the subcategory, up to 5 characters - alpha or numeric. Enter the desired information into the **Subcategory** field. Enter "**QRT3**".
8.	Click the **Add** button. Add

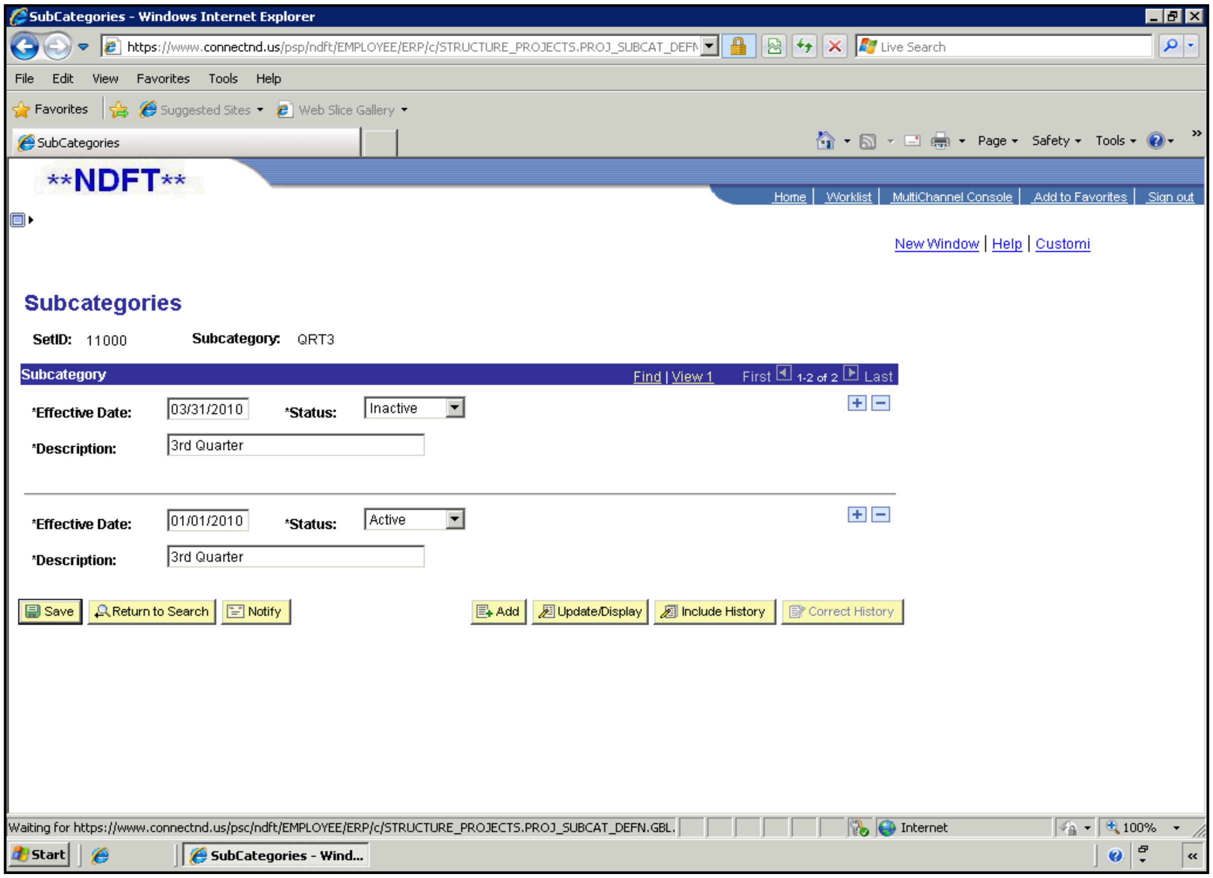


Step	Action
9.	Enter the desired information into the **Description** field. Enter "**3rd Quarter**".
10.	Current date is the Default. Fill in the date you want the Subcategory Status to be effective. Enter the desired information into the **Effective Date** field. Enter "**01/01/2010**".
11.	Click the **Save** button if the Status is complete. To add an Inactive Effective Date, proceed to next step. 
12.	Click the **Add a new row at row 1 (Alt+7)** button. 
13.	Click the **View All** link. 
14.	Enter the desired information into the **Effective Date** field. Enter "**03/31/2010**".

Step	Action
15.	Enter the desired information into the **Description** field. Enter "**3rd Quarter**".
16.	Click the **Status** list. 



Step	Action
17.	Click the **Inactive** list item. 



Step	Action
18.	Click the **Save** button. 
19.	This topic showed how to Add a Subcategory. **End of Procedure.**

ST Lesson 10.5 - Project Information for Transactions

Project Information for Transactions

Transactions are recorded in the Projects Module from Accounts Payable and General Ledger when project information is included in the transactions processed in those two modules.

Under this lesson, you will only be shown the fields that are needed for projects and not how to process transactions in Accounts Payable or General Ledger. These topics can be found with those modules.

ST 10.5.1 - Accounts Payable

Accounts Payable

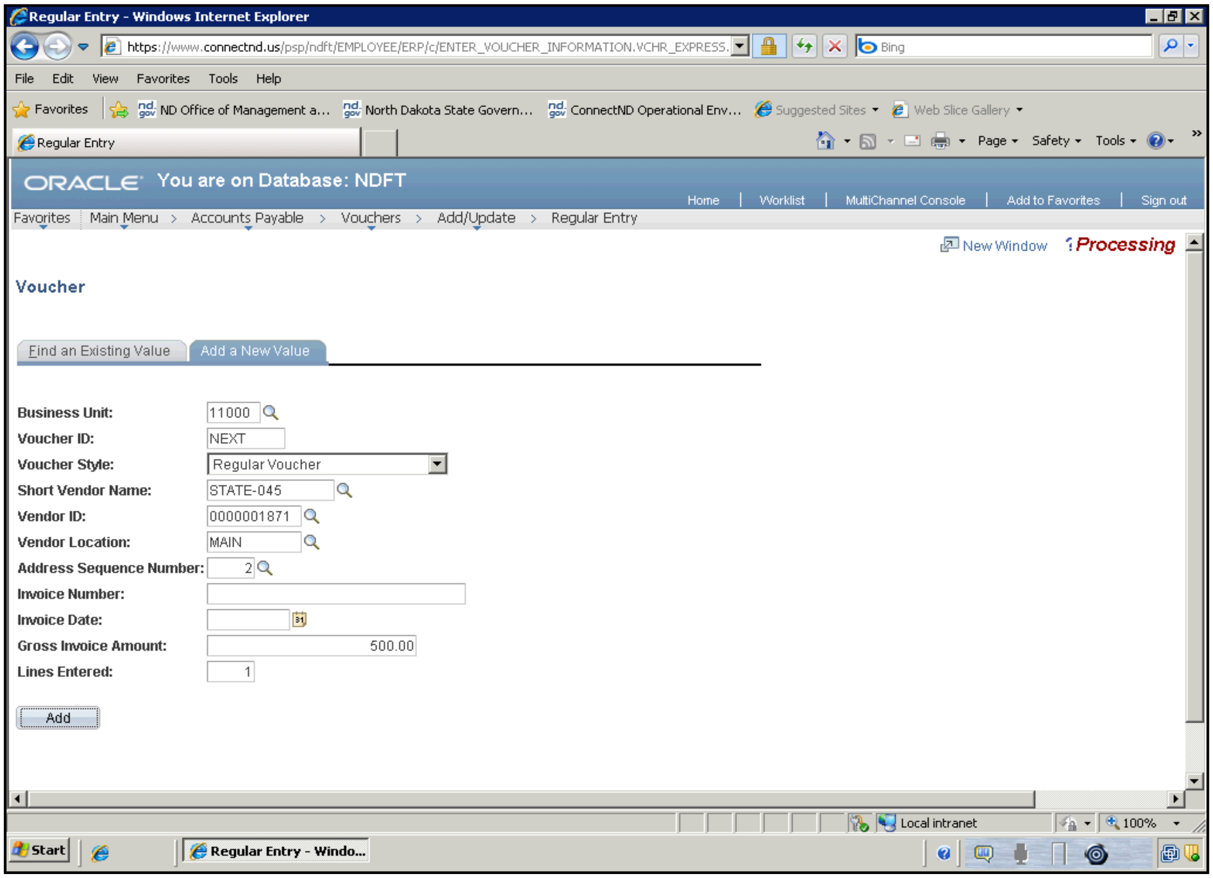
Navigation: Accounts Payable > Vouchers > Add/Update > Regular Entry

Project information needs to be included for expenditures if they need to be recorded in the Project Costing Module.

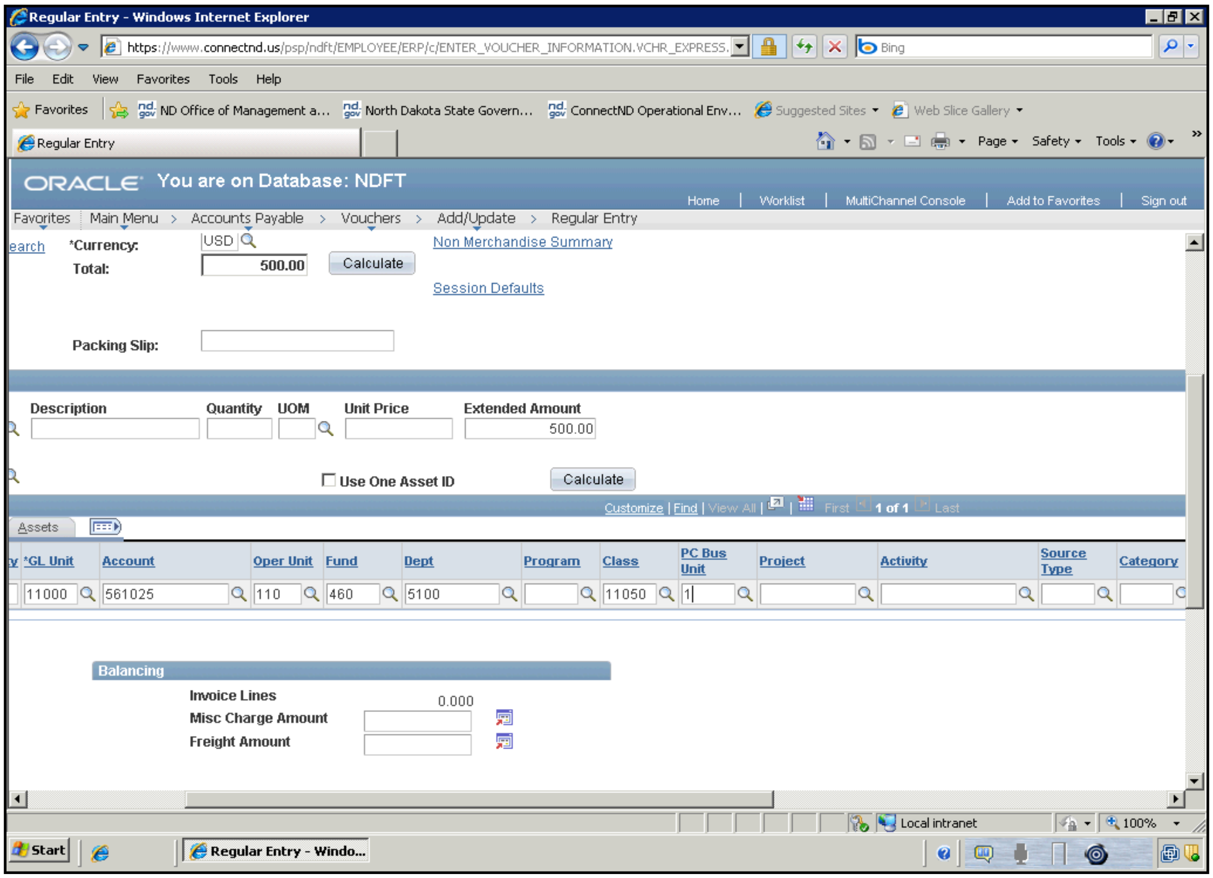
Procedure

This topic shows how projects are included for expenditures in Accounts Payable vouchers.

Step	Action
1.	If project information is needed in a voucher, it will be entered after the Add a New Value screen. **Note:** For guidance on Accounts Payable voucher entry, refer to ST Module 4 - Accounts Payable, ST 4.1.1 - Entering Regular Vouchers.



Step	Action
2.	Click the **Add** button. Add
3.	The project information is located on the Distribution Lines of the voucher.



Step	Action
4.	Enter the desired information into the **PC Bus Unit** field. Enter "**110**". This field is required for project information.
5.	Enter the desired information into the **Project** field. Enter "**APRIL**".
6.	Enter the desired information into the **Activity** field. Enter "**SOURCE**".
7.	Enter the desired information into the **Source Type** field. Enter "**FY10**".
8.	Enter the desired information into the **Category** field. Enter "**QRT4**". **Note:** A PC Bus Unit, Project and Activity are required. The PC Bus Unit is the same as your General Ledger Business unit. No Analysis Type is needed as the type automatically gets recorded in projects as ACT Analysis Type. The other fields for projects are Source Type, Category, and Subcategory and are optional for those agencies that use these transactions types.
9.	This topic showed how projects are included for expenditures. **End of Procedure.**

ST 10.5.2 - General Ledger

General Ledger

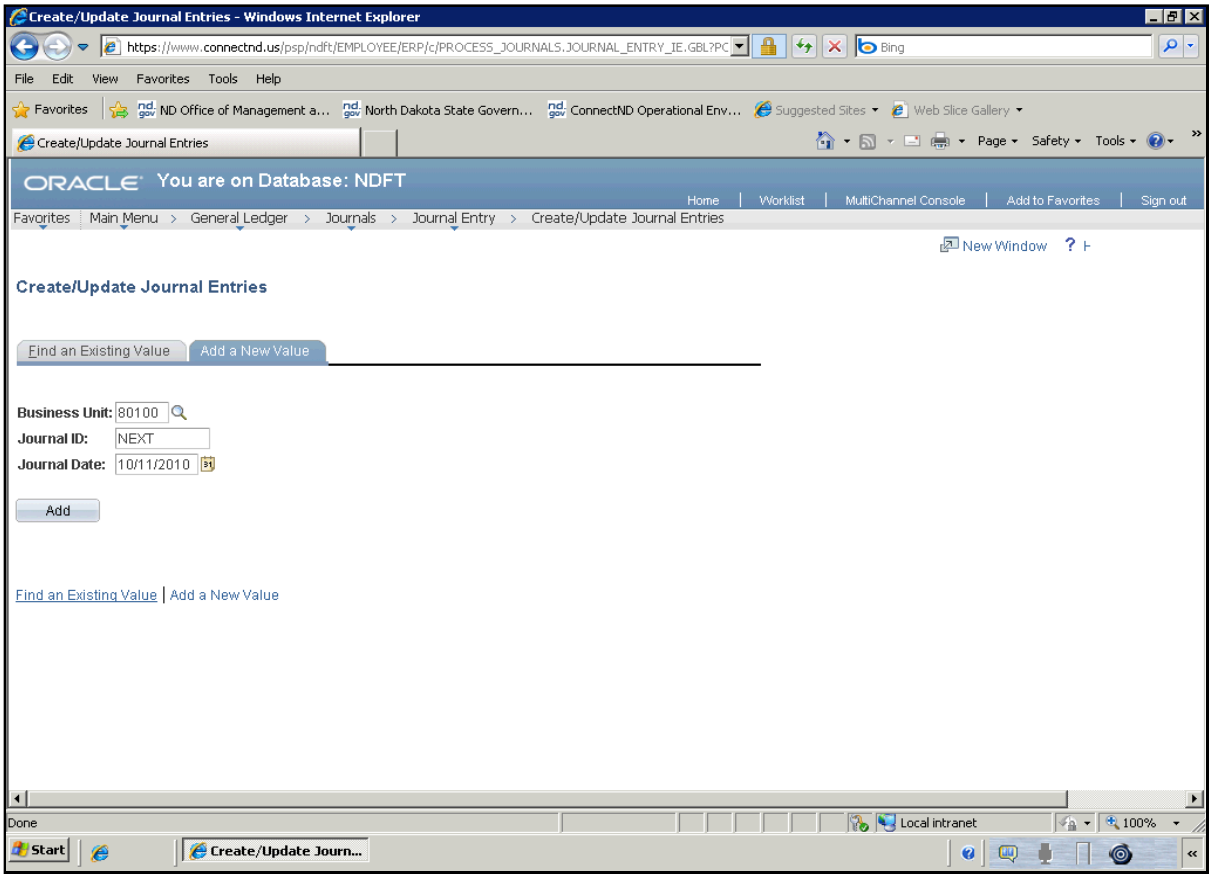
Navigation: General Ledger > Journals > Journal Entry > Create/Update Journal Entries

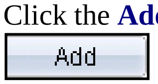
Project information needs to be included for journals and deposits in order for them to be recorded in the Project Costing Module.

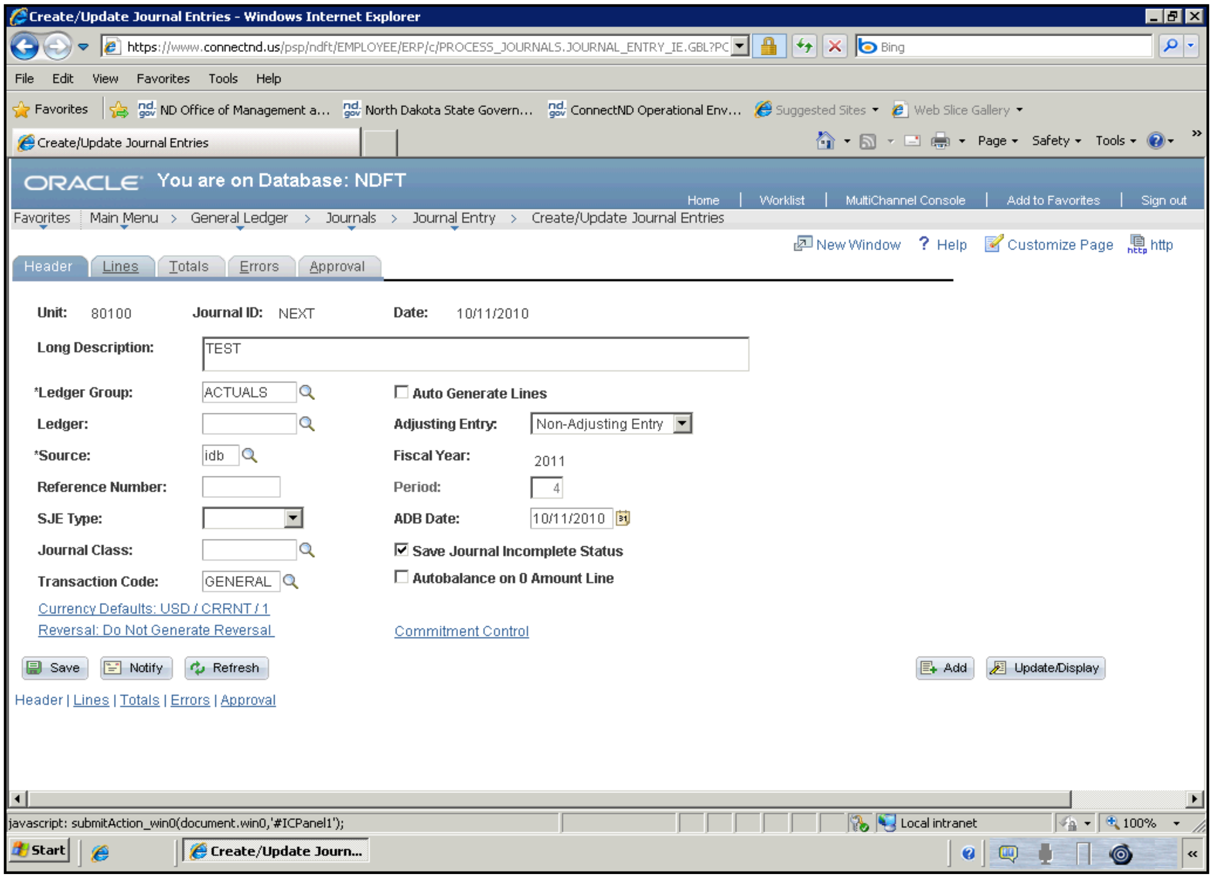
Procedure

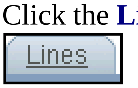
This topic shows how project information is included for journals and deposits.

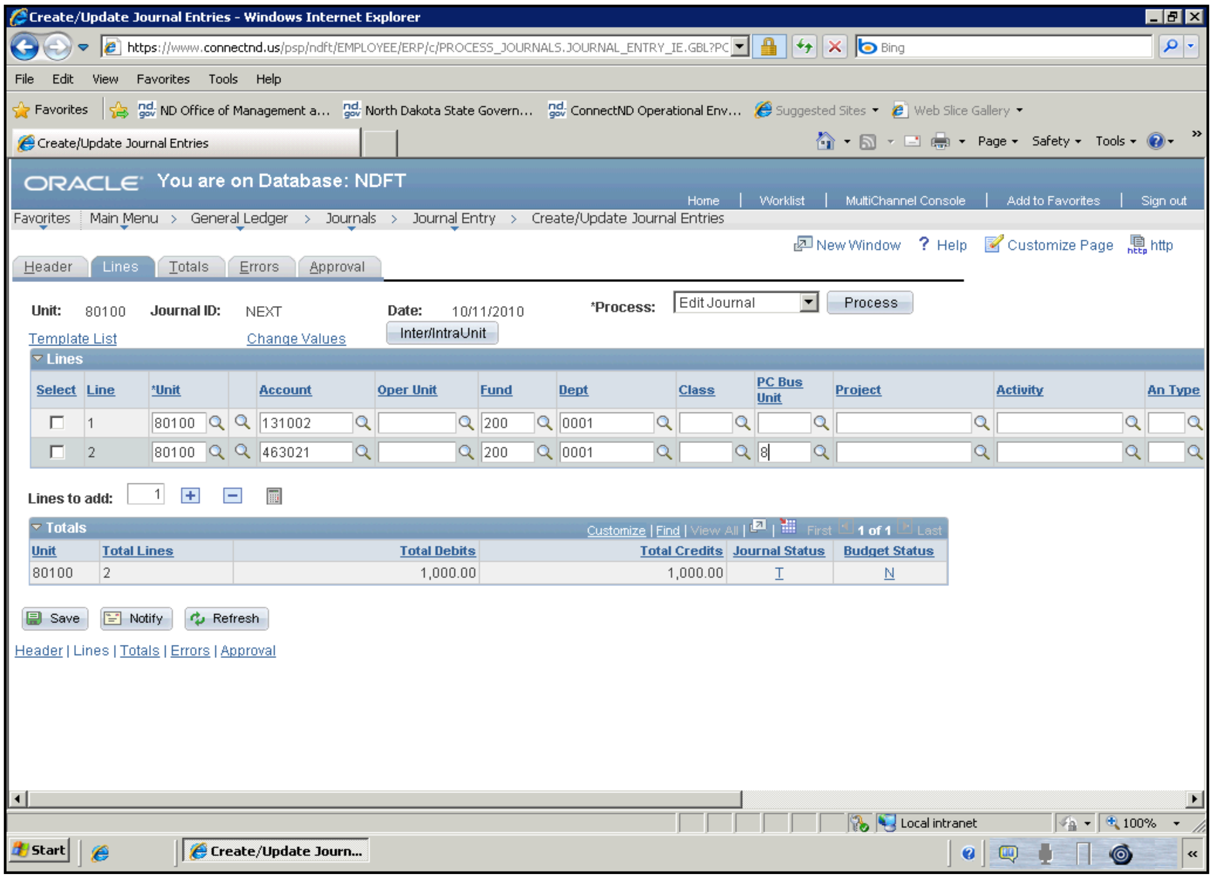
Step	Action
1.	If project information is needed in a General Ledger journal, it will be entered after the Add a New Value and journal Header screens. **Note:** For guidance on General Ledger journal entry, refer to ST Module 8 - General Ledger, ST 8.1.1 Topics.



Step	Action
2.	Click the **Add** button. 
3.	After appropriate information is entered on the Header screen, project information will be entered on the Lines screen.



Step	Action
4.	Click the **Lines** tab. 



Step	Action
5.	After appropriate accounting information is entered, the project information will be recorded on the revenue/expenditure line(s). Enter the desired information into the **PC Bus Unit** field. Enter "**80100**".
6.	Enter the desired information into the **Project** field. Enter "**SWCRIV2010**".
7.	Enter the desired information into the **Activity** field. Enter "**9999**".
8.	Enter the desired information into the **An Type** field. Enter "**GLR**".
9.	A PC Bus Unit, Project, Activity, and Analysis Type (AN) are required. The PC Business Unit is the same as your business unit. The Analysis Types to use are GLR for revenues or GLE for expenses. The other fields for projects are Source Type, Category (not shown), and Subcategory (not shown) and are optional for those agencies who use these transactions.
10.	This topic showed how project information is included for journals and deposits. **End of Procedure.**

ST Lesson 10.6 - View Financial Activity

View Financial Activity

Revenue and expenditures recorded in a project can be viewed on-line as accumulated amounts or transaction amounts.

ST 10.6.1 - View Accumulated Costs

View Accumulated Costs

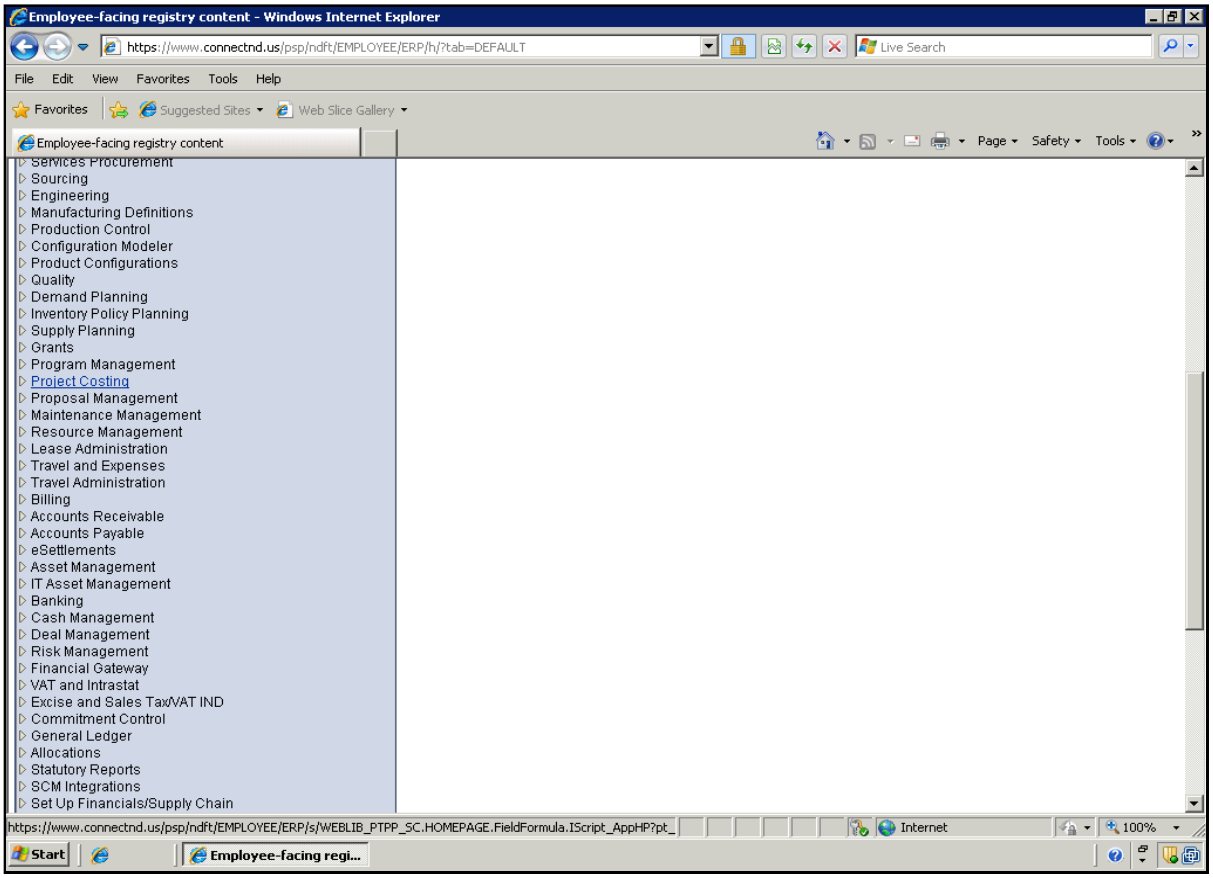
Navigation: Project Costing > Review Costs > Summarize by Analysis Type

A summary of costs for a specific project can be viewed on-line by Analysis types:

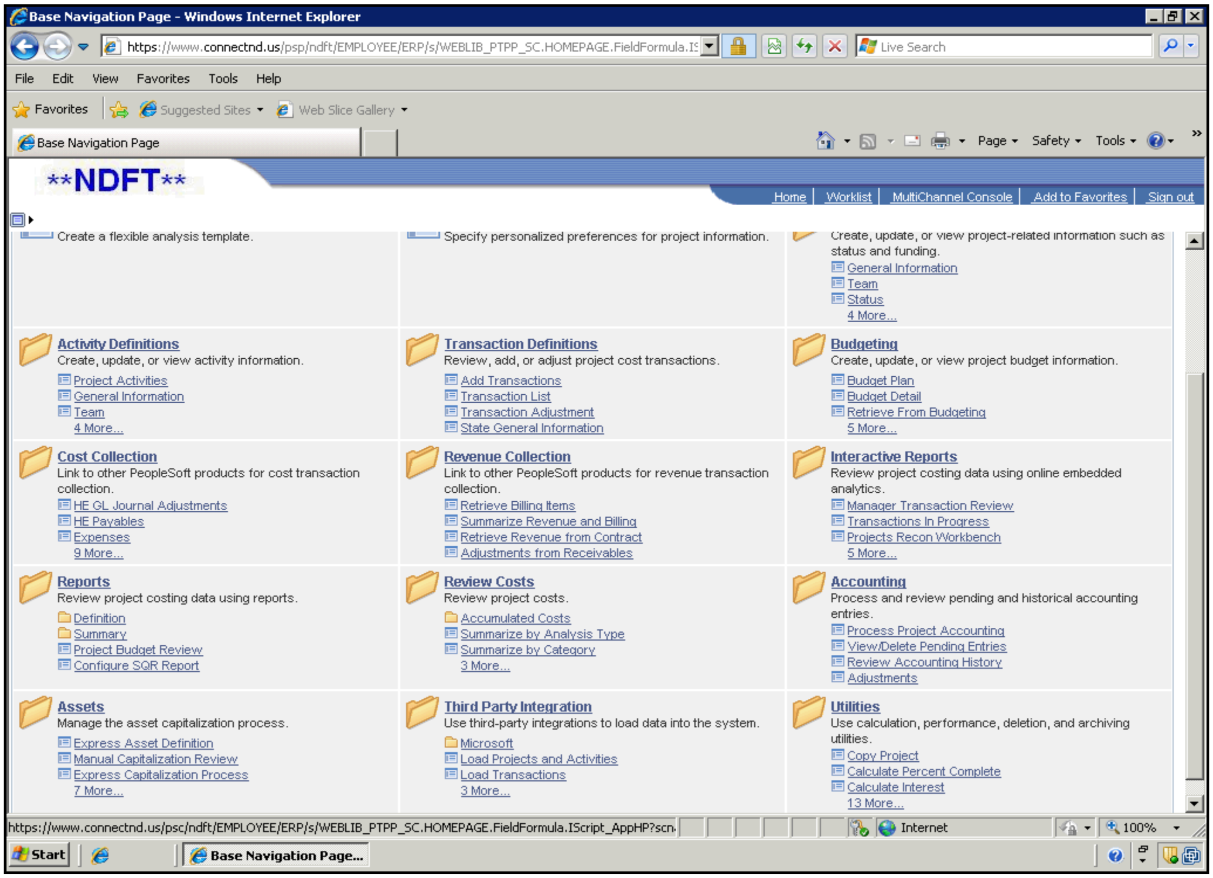
- ACT from Accounts Payable
- GLR from General Ledger Revenue
- GLE from General Ledger Expenditures
- PAY and FRG from Payroll for Payroll and Fringe benefits.

Procedure

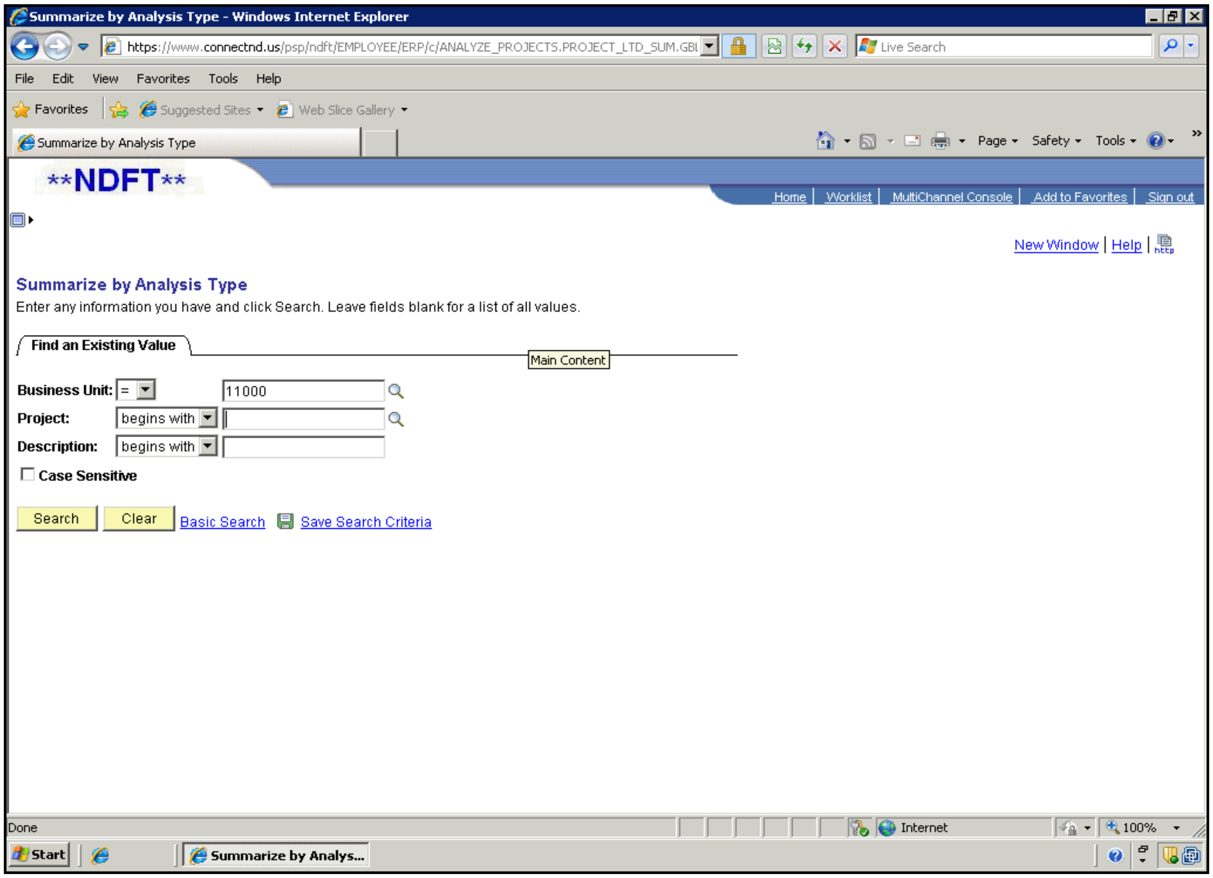
This topic shows how to View Accumulated Costs.



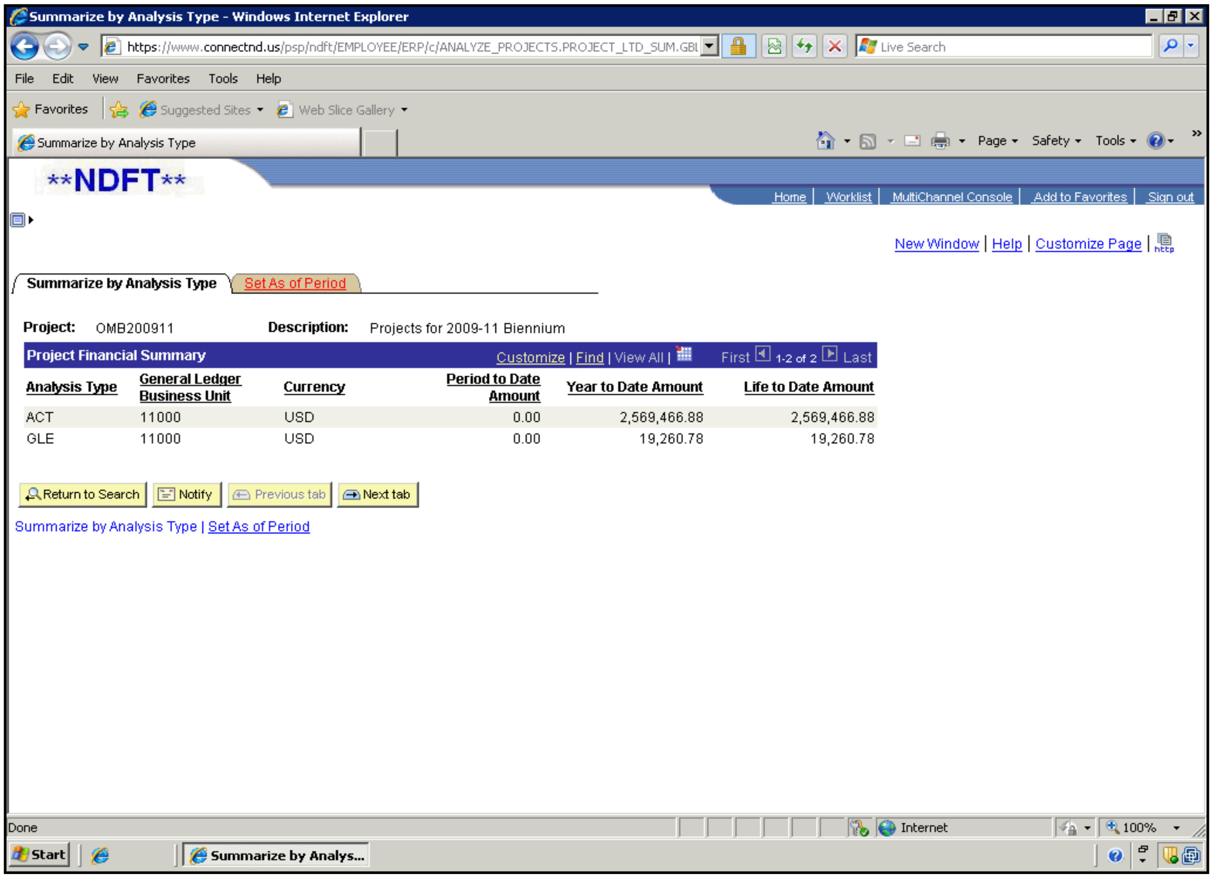
Step	Action
1.	Click the **Project Costing** link. ▷ Project Costing

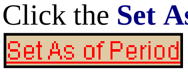


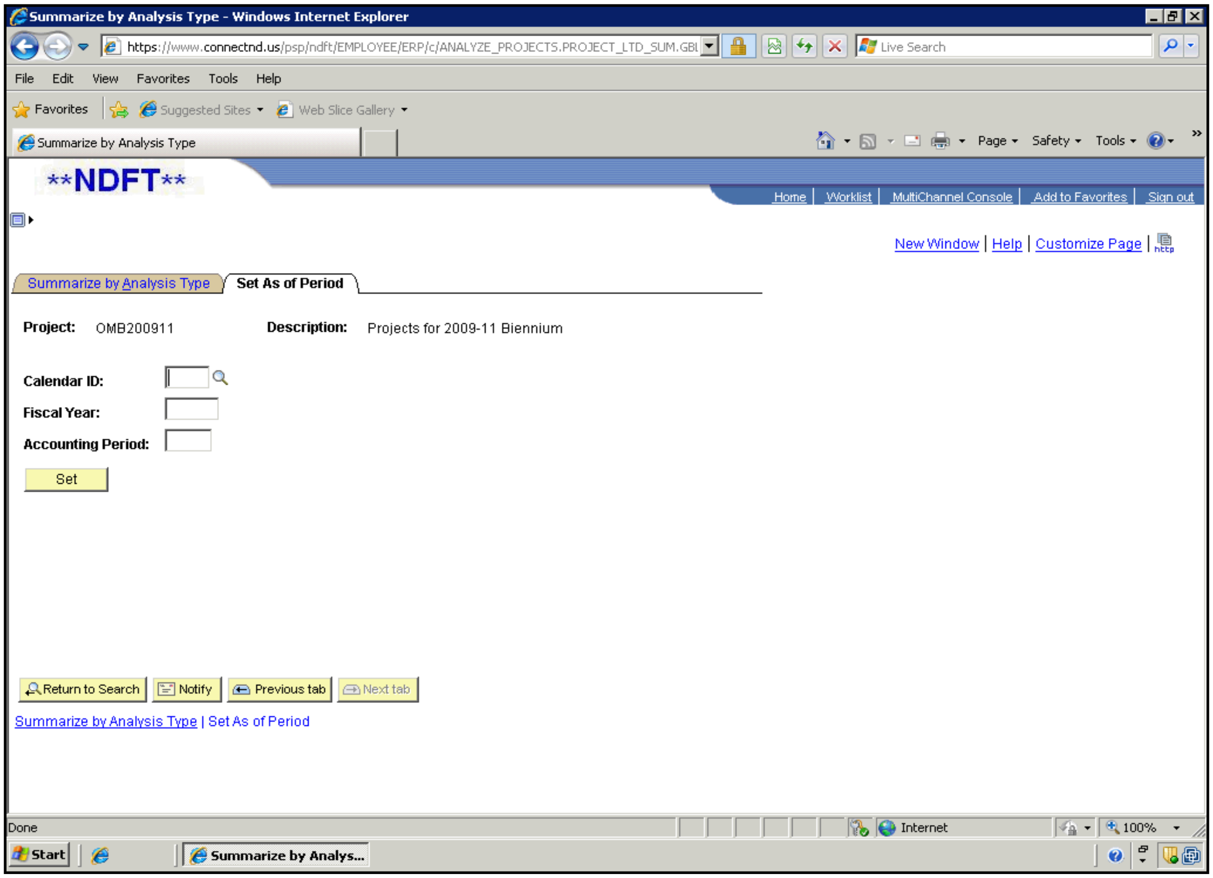
Step	Action
2.	Click the **Review Costs** link. Review Costs
3.	Click the **Summarize by Analysis Type** link. Summarize by Analysis Type



Step	Action
4.	Select the project for which you want to view a cost summary. Enter the desired information into the **Project** field. Enter" **OMB2009**".
5.	Click the **Search** button. Search
6.	Click the **OMB200911** link. OMB200911
7.	The Summarize by Analysis Type screen will display information from a previously set date. The Set As of Period screen is used to set the date parameter.



Step	Action
8.	Click the **Set As of Period** tab. 



Step	Action
9.	Enter the desired information into the **Calendar ID** field. Enter "**DT**". Calendar ID's are as follows: 01 - Calendar Year AN - Annual 1099 Calendar DA - Daily Calendar DT - Fiscal Year
10.	Enter the desired information into the **Fiscal Year** field. Enter "**2010**".
11.	Enter the desired information into the **Accounting Period** field. Enter "**12**".
12.	Click the **Set** button. Set
13.	Click the **Summarize by Analysis Type** tab. Summarize by Analysis Type
14.	Amounts can be viewed only be project and not by individual activity ID's.

Step	Action
15.	This topic showed how to View Accumulated Costs. **End of Procedure.**

ST 10.6.2 - View Transactions

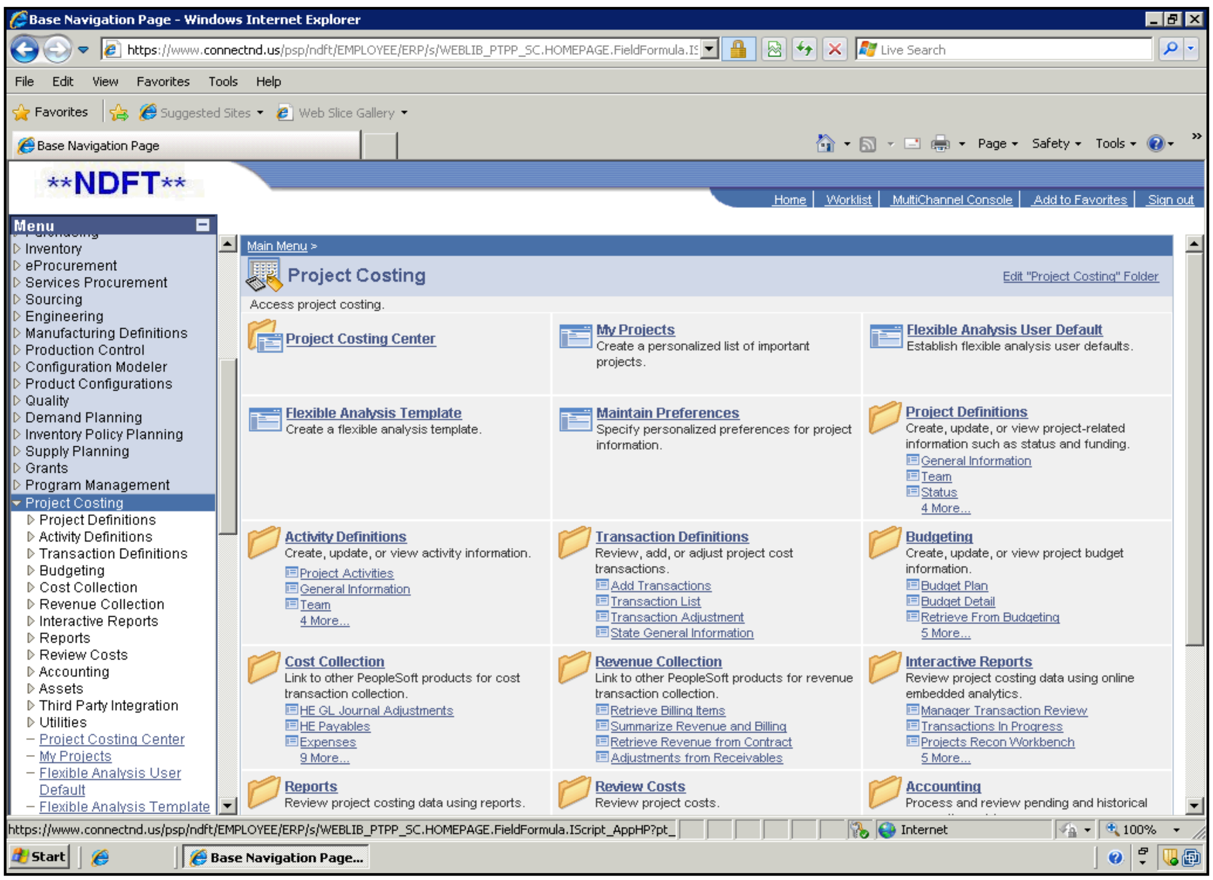
View Transactions

Navigation: Project Costing > Transaction Definitions > Transaction List

Transactions can be viewed on-line for a project and activity. An activity has to be specified. You cannot view all of a project's transactions if you have more than one activity for a project.

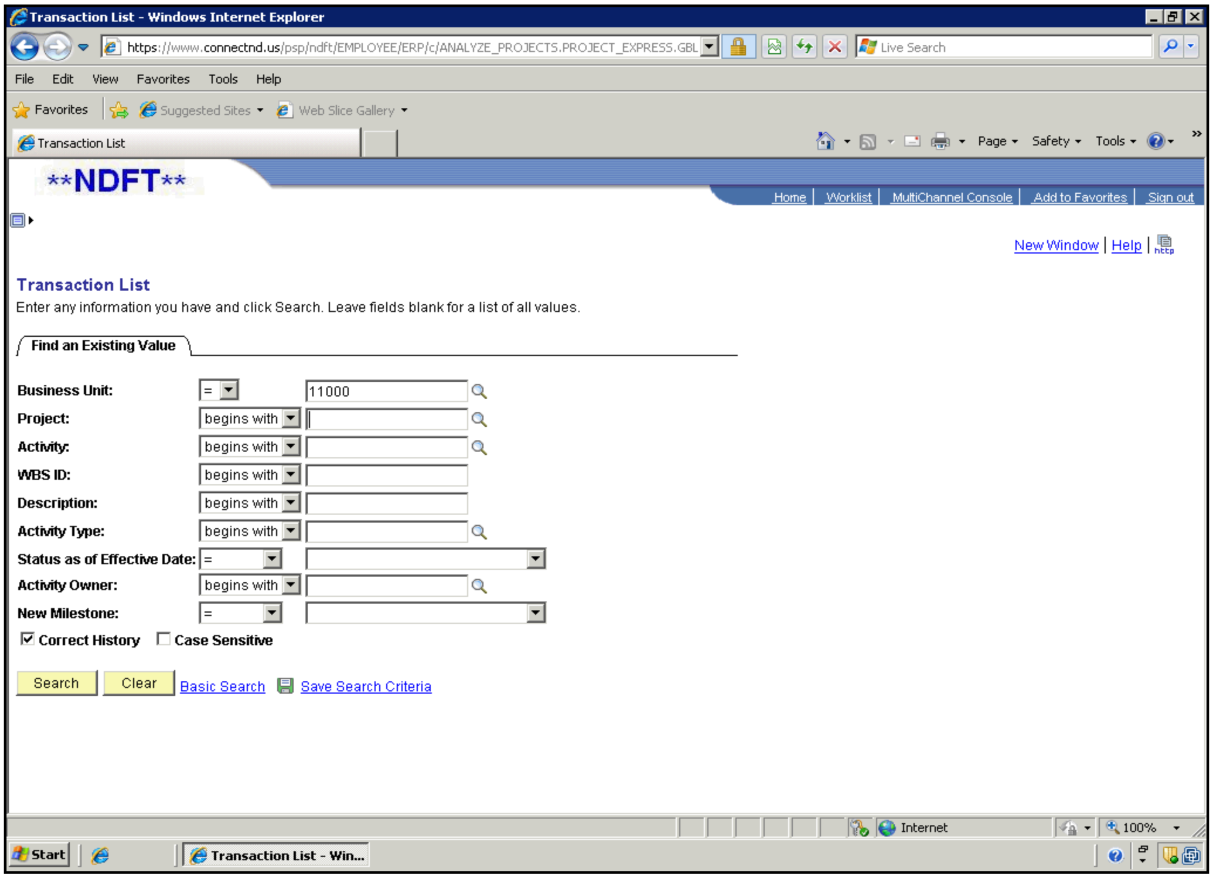
Procedure

This topic shows how to View Transactions.

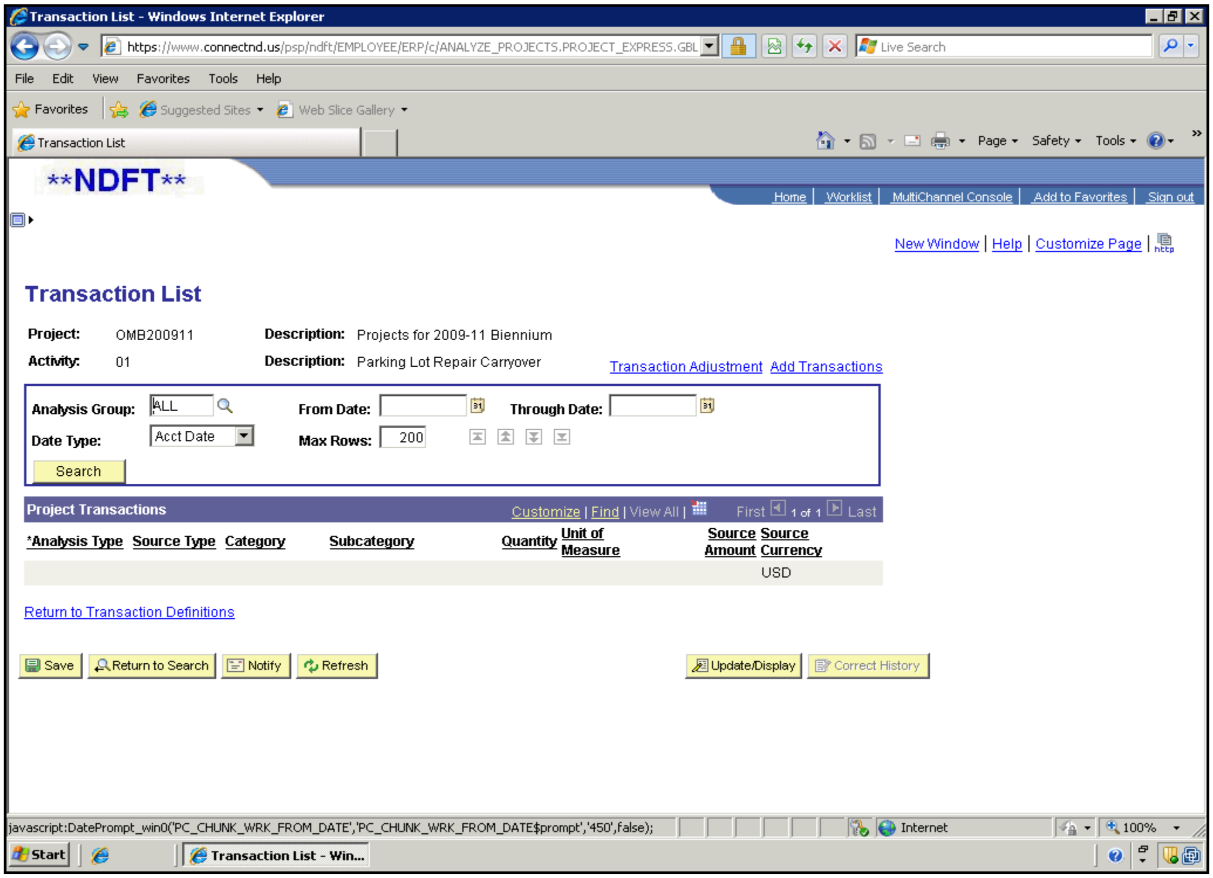


Step	Action
1.	Click the **Project Costing** link. Project Costing

Step	Action
2.	Click the **Transaction Definitions** link. Transaction Definitions
3.	Click the **Transaction List** link. Transaction List

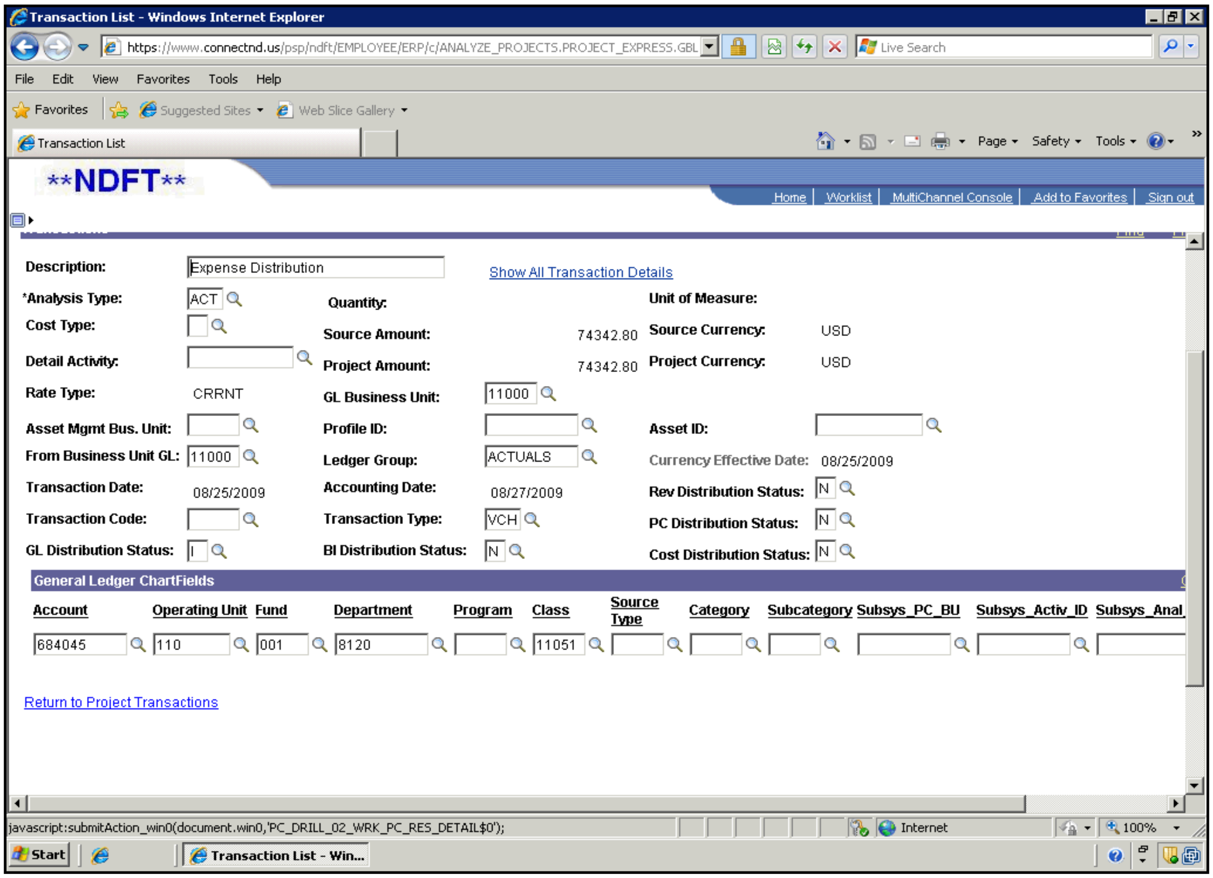


Step	Action
4.	Fill in the project and activity ID you want to look up. Enter the desired information into the **Project** field. Enter "**OMB200911**".
5.	Enter the desired information into the **Activity** field. Enter "**01**".
6.	Click the **Search** button. Search

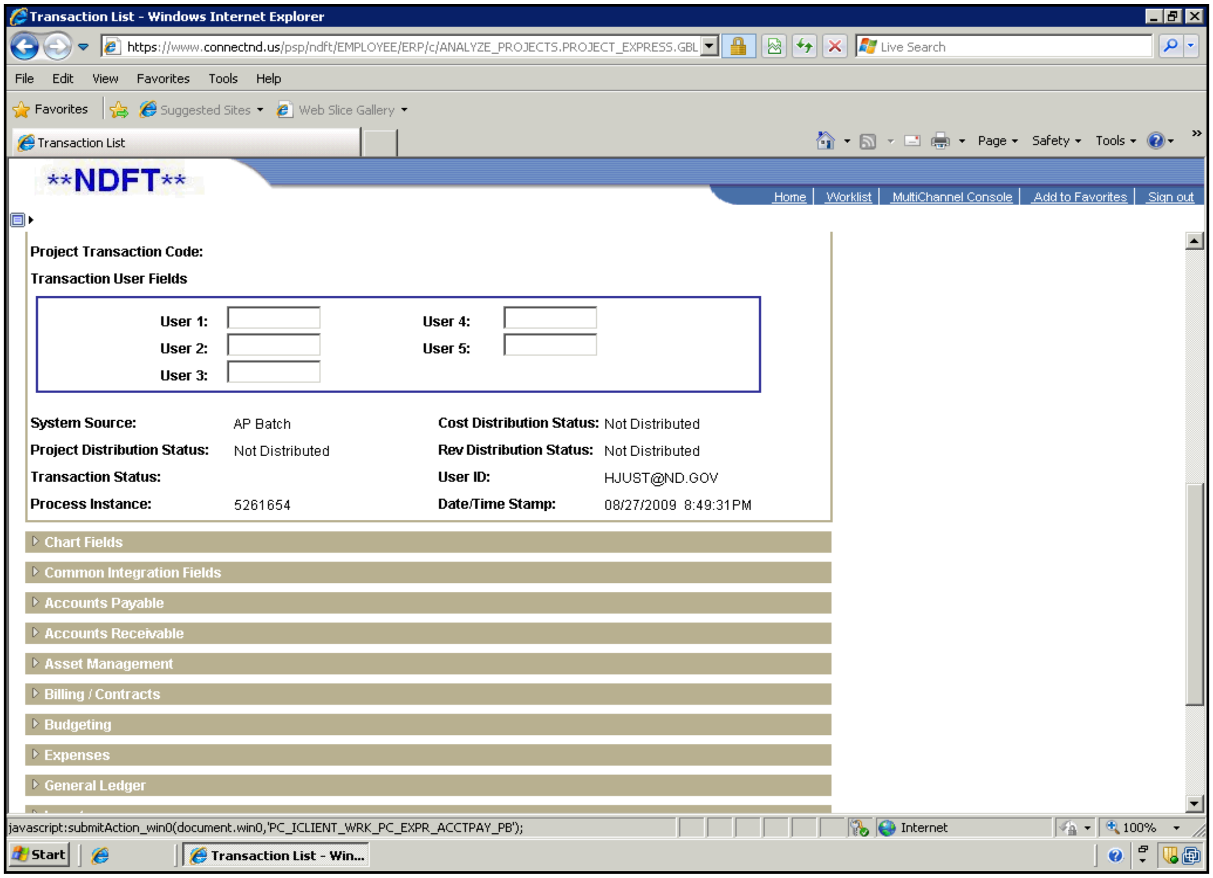


Step	Action
7.	Enter or select the time period you wish to view. If you have numerous transactions, you will want to narrow the time period. Click the **Choose a date (Alt+5)** button.
8.	Click the **1** link. 1
9.	Click the **Choose a date (Alt+5)** button.
10.	Click the **30** link. 30
11.	Click the **Search** button. Search

Step	Action
12.	The transactions are shown by Analysis Type; ACT from Accounts Payable, GLR, and GLE from General Ledger, and PAY and FRG from Payroll. You can check the accounting details of each transaction by clicking on Transaction Detail page by the transactions. Click the **Transaction Detail** button.



Step	Action
13.	You will see a Description, Accounting Date and accounting coding. Click on Show All Transaction Details hyperlink to get further information. Click the **Show All Transaction Details** link. Show All Transaction Details
14.	You can see the transaction is a voucher.



Step	Action
15.	Click on Accounts Payable arrow and you will see the Voucher ID and Vendor. Click the **Expand section** button.
16.	The Voucher ID and Vendor can be seen here.
17.	This topic showed how to View Transactions. **End of Procedure.**